MUNICIPAL CIVIL SERVICE COMMISSION

THE CITY OF NEW YORK

RULES AND CLASSIFICATION

COMMISSIONERS

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MUNICIPAL

CIVIL SERVICE COMMISSION

OF

THE CITY OF NEW YORK.

RULES AND CLASSIFICATION.

COMMISSIONERS:

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MUNICIPAL CIVIL SERVICE RULES

OF

THE CITY OF NEW YORK,

AS APPROVED BY

THE STATE CIVIL SERVICE COMMISSION.

Rule 1.

Appointments and promotions in the Civil Service of The City of New York shall be made according to merit and fitness, to be ascertained, so far as practicable, by examinations which, so far as practicable, shall be competitive.

Rule 2.

No officer or officers having the power of appointment or employment shall select or appoint any person for appointment, employment, promotion, transfer, or reinstatement, except in accordance with the provisions of the Civil Service Law and the rules and regulations prescribed thereunder.

No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be transferred to, or assigned to perform the duties of any position subject to competitive examination, except in accordance with Rule 40.

The violation of any of the provisions of the Civil Service Law, or of these rules, by any person in the Civil Service of the City, shall be considered a good cause for the dismissal of such person from the service.

Rule 3.

The Municipal Civil Service Commission shall have authority to prescribe such regulations in pursuance of and for the execution of the provisions of these rules and of the Civil Service Law, as may not be inconsistent therewith, and may prescribe blank forms for all applications, certificates, reports, records and returns required under these rules and the regulations made in pursuance thereof. The Commissioners shall from their number choose a president to act during their pleasure, and they may from time to time appoint committees from their own number.

CLASSIFICATION.

Rule 4.

The offices and positions in the classified service of the City shall be arranged in four classes, to be designated as the exempt class, the non-competitive class, the competitive class and the labor class, as indicated by the following schedules:

Exempt Class.

Schedule A—Part I, shall comprise the exempt class and shall include the deputies of principal executive officers authorized by law to act generally for and in place of their principals, and all places not subject to examination or registration.

Non-Competitive Class.

Schedule A—Part II, shall comprise the non-competitive class and include such positions as are not in the exempt class (A, Part I), or in the labor class (Schedule G), and which it is impracticable to include in the competitive class, (B, C, D, E and F).

Competitive Class.

Schedule B shall comprise all clerical positions.

Office boys (or girls) shall be employees actually employed as such in the offices of the departments of public service,

who are paid at a rate not exceeding $25 per month and who shall not be over 18 years of age at the time of examination.

Office boys (or girls) who have served as such for one year, may, at the request of the head of the department in which they have served, be examined for the position of junior clerk, provided they are over 18 years of age.

Junior clerks shall consist of employees who receive a compensation not exceeding $600 per annum. Junior clerks shall not be eligible to the position of clerk except after the competitive examination prescribed for original appointment to said position.

Schedule C shall comprise the uniformed forces of the Police and Fire Departments, except the position of Matron in the Police Department.

Schedule D shall comprise all positions requiring special expert knowledge, and which are not included in Schedule E.

Schedule E shall comprise all positions calling for medical services.

Schedule F shall comprise all positions not included in the other schedules.

Labor Class.

Schedule G shall comprise the Labor Service.

Each schedule shall also include the positions specified under that head in the classification hereto annexed, marked Appendix I.

Rule 5.

For the purpose of ascertaining the qualifications of persons seeking or named for positions in the departments and offices of the municipal government, there shall be a board of examiners for all positions in Schedules A, Part II, B, C, D, E and F.

This board shall be composed of a Chief Examiner, to be appointed by the Municipal Commissioners, and as many citizens designated by the said Commissioners as they may deem necessary. None of such examiners, however, shall be a public officer or employed in any other department of the municipal government.

There shall be a Chief Examiner, who shall devote his whole time to the business of his office, who shall preside at meetings of the Board of Examiners, hear appeals from the decision of any of the examiners and have the general supervision of the work of the examiners. The rate of compensation of the officers mentioned in this rule shall be fixed by the Municipal Commissioners, who will employ assistants, procure suitable offices and incur such other expenses as may be required for the efficient performance of the duties imposed upon them by the laws of the State of New York.

It shall be the duty of such Board of Examiners, by such of its members as the Chief Examiner shall designate, to conduct all examinations called for under these rules, except as herein otherwise provided, and to ascertain the fitness of candidates for the service of the City with regard to character, knowledge and ability for the branch of the service into which they seek to enter, and to determine the relative excellence or standing of the persons examined and to certify the same as herein prescribed.

The examination of all candidates for the position of examiner under this commission shall be conducted by the Municipal Commissioners or by experts appointed by them.

The Municipal Commissioners shall employ a secretary, who shall keep minutes of all proceedings and all necessary records of the examination, standing and certification of applicants, and a complete record of all persons employed in the several departments to which these rules apply, and of all appointments, promotions, dismissals, resignations and other changes of any kind therein. The secretary shall have the general executive charge of the Civil Service office, shall assign the clerks and employes to their respective positions and superintend them in the discharge of their respective duties and shall be secretary of the Examining Board. The secretary shall, after conference with the Chief Examiner, order and fix the dates of examinations, shall see that they are properly and efficiently advertised and shall indicate to the Chief Examiner which examination shall be first rated and otherwise expedited, to the end that eligible lists which are most needed shall be first prepared.

SCHEDULE A—PART I.

Rule 6.

Appointments to positions in Schedule A—Part I, may be made without examination, but the appointing officer shall file with the secretary, within five days after making any such appointment, a formal notification thereof, setting forth the full name and address of the appointee, the date of his birth, the position to which he is appointed, the date of appointment, salary, length of his residence in the City of New York, nature of previous employment, whether he has ever been in official service before, and if so, when and where, name of person in whose place appointed and such other statistical information as the Municipal Commission may deem proper for registration. The foregoing provisions shall not apply in the case of appointments to the minor positions in contagious disease hospitals, Department of Health; positions in the Nautical Training School, Department of Education; waitresses, laundresses, cooks, and 800 employees in the Department of Charities; 35 employees and 5 domestics in the Department of Correction, as specified in Schedule A, Part I, of the aforesaid departments.

No office or position shall be deemed to be in the exempt class unless it is specifically named in Schedule A, Part I, of the classification of positions.

Not more than one appointment shall be made to or under the title of any such office or position unless a different number is specifically mentioned in the classification of positions.

SCHEDULE A—PART II.

Appointments to positions in Schedule A—Part II, may be made after non-competitive examination.

Exceptions From Competitive Examination.

Appointments to positions in Schedule B, C, D, E and F may be made without competitive examination, as follows:

First—To positions in the competitive class where peculiar and exceptional qualifications of a scientific, professional or educational character are required upon satisfactory evidence that for specified reasons competition in such special case is impracticable and that the position can be best filled by the selection of some designated person of high and recognized attainments in such qualities, and where the Municipal Commission, with the approval of the State Civil Service Commission, has suspended the rules requiring competition, but no such suspension shall be general in its application to such place, and all such cases of suspension shall be reported to the State Civil Service Commission in the annual report made to them, with the reasons for the same.

Second—Whenever there are urgent reasons for filling a vacancy in any position in the competitive class and there is no list of persons eligible for appointment after competitive examination and then only in accordance with the provisions of Rule 34.

Third—To the position of trained nurse, when the applicants are graduates of any of the following-named nurses' training schools: Training School of Bellevue Hospital, Metropolitan Training School, Training School of the City Hospital, Training School of the Kings County Hospital—the names of such applicants may, upon their own application and upon presenting proper diploma, be placed upon the appropriate eligible list with a grading of 100, without further examination, unless required by the Municipal Commission, and shall be certified in response to requisitions in the order of the date of filing application.

Rule 7.

Vacancies in positions classified in Schedules B, C, D, E and F, not filled by promotion, shall be filled by appointment of those graded highest in open competitive examinations,

and for no such position shall any non-competitive examination be allowed, except in accordance with the provisions of Rules 6 and 34.

APPLICATIONS.

Rule 8.

Applicants must file applications for positions included in Schedule A, Part II, B, C, D, E and F, which must be in the handwriting of the applicant and addressed to the "Secretary of the Municipal Civil Service Commission, New York City," showing:

First—His full name, residence and post office address, age, the place and date of birth, health and physical capacity for the public service, right of preference by reason of military or naval service, residence and business or employment for at least the previous five years, and such other information as may reasonably be required by regulation.

Second—A statement whether such application is limited to any particular office or offices in the service.

Third—The certificate of four reputable persons of The City of New York, that they have been personally acquainted with the applicant for at least one year, and believe him to be of good moral character, of temperate and industrious habits and in all respects fit for the service he wishes to enter, and that each of them is willing that such certificate should be published for public information, and will, upon request, give such further information concerning the applicant as he may possess.

Fourth—The foregoing application shall be verified by the oath of the applicant.

The requirements as to citizenship and certificates of character, in case of persons applying for positions under Schedules E and F, and the requirements as to citizenship in case of persons applying for positions under Schedule D, may be modified or dispensed with in the discretion of the commission. All applications for examination shall be filed in the office of the secretary a reasonable length of time before the date of examination, and all applications and other

blanks shall be kept at his office, and shall be procurable there only.

Registers of all applicants shall be kept by the Secretary of the Municipal Commission. When the applicants on a register are in excess of such number as can be conveniently examined on the same day, the applicants shall be notified to appear in their order on the register. Whenever the demands of the service may require, the Secretary shall notify the applicants of record, or such number as can conveniently be examined, to appear for examination, giving place, date and hour for such examination.

Rule 9.

Applicants for the following positions must, before being admitted to examination, or before being appointed, present satisfactory evidence as to the following facts:

First—If the position to be filled be that of Physician, Surgeon, Medical Officer, Inspector of Vaccination or Medical Sanitary Inspector—that the applicant is duly authorized by the laws of the State of New York to practice medicine and surgery.

Second—If the position to be filled be that of Chemist or Analyzer, that the applicant has received the degree of Bachelor of Sciences, or its equivalent, from some institution duly authorized by law to confer such degree. If the position to be filled be that of Apothecary or Druggist, that the applicant is duly registered according to law, and that any other statutory requirements have been complied with.

Third—If the position to be filled is that of assistant to the Corporation Counsel, that the applicant or proposed appointee is a regularly admitted member of the bar of the State of New York.

In positions where the duties are professional, technical or expert, the candidates will be required to show what preliminary training or technical education they have undergone to qualify them for such situation, before they can be admitted to examination.

Rule 10.

Defective applications shall be suspended and applicants notified to amend the same. Whenever it appears by the application or other satisfactory evidence that the applicant is not within the prescribed limits of age or otherwise not qualified under the rules, the application shall be rejected.

Rule 11.

Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, shall be regarded as good cause for the removal or discharge of such person.

Rule 12.

Applicants shall be admitted to examination upon the production of the official notification to appear for that purpose. Each applicant shall receive a number, which shall be indorsed upon his notification when produced, and the notification so indorsed shall be sealed in an envelope. Each applicant shall sign his examination papers with his number, omitting his name, and the envelope shall not be opened until all the examination papers have been received and the markings and gradings made.

All paper upon which examinations are to be written shall be furnished to the applicants by the Examining Board and shall bear some suitable official indorsement, stamp or mark for the purpose of identifying the same.

Rule 13.

The Municipal Commission may refuse to examine an applicant, or, after examination, to certify an eligible who is found to lack any of the established preliminary requirements for the examination or position for which he applies; or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks appointment; or who is addicted to the habitual use of intoxicating beverages to excess; or who has been guilty of a crime

or of infamous or notoriously disgraceful conduct; or who has been dismissed from the public service for delinquency or misconduct, or who has intentionally made a false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility or appointment, or whose character upon investigation and report shall be found not to be satisfactory to the Examining Board.

No person who has entered any examination for a position in the classified service and who has failed therein shall be admitted within nine months from the date thereof to a new examination for the same or a similar position.

Rule 14.

The actual conduct of every examination shall be under the responsible direction of the Board of Examiners, or of its designated members, free from the interference or participation or influences of the appointing officer, or of any person other than the Municipal Commissioners, examiners or experts directly employed by the Municipal Commission.

The Municipal Commission shall have power to authorize or to order the employment of an expert to assist any Board of Examiners, whether in a special case or in connection with the examinations for any special grade, position or office.

Each examiner shall exercise all due diligence to secure fairness and prevent all collusion and fraud in the examination. All examinations shall relate to such matters as will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service to which they seek to be appointed. Excepting as these rules otherwise provide, the Board of Examiners may, in the examinations, give such relative importance to the different subjects or matters of examinations as to them may seem fit.

Rule 15.

All examinations shall be in writing, except such as refer to expertness or physical qualities, and except as herein otherwise provided.

Whenever an oral examination shall be prescribed as part of any scheme of examination, a stenographic record of such oral questions and answers shall be made, and the transcript thereof shall be preserved with the examination papers of the candidate.

Rule 16.

The sheets of questions shall be numbered and shall be given out in the order of their numbers, each, after the first, being given only when the competitor has returned to the examiners the last sheet given to him. In general, no examination shall extend beyond five hours without intermission, and no questions given out at any session, to any candidate, shall be allowed to be answered at another session. Each candidate must complete his examination on the obligatory subjects before taking up any of the optional subjects.

Rule 17.

The time allowed for completing the examination shall be announced before the first paper is given out.

For the obligatory subjects the examination shall be confined to a single day.

At or before the commencement of every examination, the weight to be given every subject included in the examination, and the minimum, if any, allowable upon each subject, shall be announced to the applicants. The appointing officer shall state to the Municipal Commission, upon its request, the general qualifications or attainments, physical or mental, or both, which he deems necessary or proper in the position for which an eligible list is to be formed.

Rule 18.

No question in any examination or proceeding by or under these rules shall relate to political or religious opinions or affiliations, and no appointment or selection to or removal from an office or employment within the scope of these rules shall be in any manner affected or influenced by such opinions or affiliations.

MARKING.

Rule 19.

The examination papers shall be reviewed by each examiner separately, except where otherwise directed by the Municipal Commission, and in any case of disagreement, the average of the markings made on any question or paper by all shall be the final marking on such question or paper, subject to the rule as to revision (Rule 27).

Rule 20.

In all examinations each subject shall be marked upon a scale of 100, which number represents the maximum possible attainment.

Rule 21.

Every paper in any examination not formally certified by the examiners shall be signed with his initials in ink by each examiner who has reviewed and marked it.

Rule 22.

Handwriting shall be judged, first, by its legibility (as to the ease with which it can be read); second, from its appearance as to correctness of form and finish and regularity of letters; and, third, by general evidence of care in execution. The markings shall be based on these three general characteristics, but the standard of perfection in each examination shall be fixed by the position to be filled. It shall be highest for clerks and lower for other positions. In case no applicant seems to be entitled to a grade of 100 in the scale adopted, he shall not be so graded; the marking shall be only according to merit. In writing from dictation or copying from manuscript, the omission, repetition or substitution of words, the erasures, blots, or other evidences of carelessness, shall, proportionately to their number, reduce the marking below 100. Words may be specially dictated for spelling, and the work shall be marked with reference to the ratio the misspelled words bear to the whole number.

Rule 23.

No applicant for the position of senior clerk, third grade, who receives in the ascertained average less than 80 per cent., or for any other position less than 70 per cent., shall be placed upon the eligible list.

No candidate for positions requiring technical or professional knowledge receiving less than 75 per cent. on the technical or special subjects shall be placed upon the eligible list.

No applicant for the position of fireman or policeman who receives on the mental examination an average of less than 70 per cent., and on the physical qualifications less than 70 per cent., shall be placed upon the eligible list.

No applicant receiving 0 in any one subject shall be placed upon the eligible list.

In the case of all graded positions, candidates who seek promotion shall be required to obtain 80 per cent. up to and including second grade, and 85 per cent. in all higher grades, and in the case of all grades of the uniformed forces of the Fire and Police Departments, 70 per cent.

Rule 24.

The general character of the applicant, including habits and reputation, is to be ascertained in such manner as the Examining Board may determine.

The burden of proof of good character shall, in all cases, be upon the applicant, who may be required to furnish evidence thereof, additional to the certificates required in the application.

Rule 25.

When a candidate shall have been examined, a circular letter, in the following form, shall be sent by the secretary to persons who have given recommendation upon his application paper, unless a satisfactory report of their answers shall have been made by the Examiner of Character:

MUNICIPAL CIVIL SERVICE COMMISSION.

To .....NEW YORK.....189 .

SIR: Appended to the application of..... .....
for a position in the Municipal Service as a.....

is your general certificate of his (or her) good character and habits.

In addition to this, it is necessary before he (or she) can be appointed, that satisfactory information regarding his (or her) character, habits and associates, be received directly from his (or her) certifiers.

I therefore respectfully request you to answer the following questions in writing after each, to sign your name, give your occupation and address at the foot, and return the papers to me at your earliest convenience.

Very respectfully yours,

..... Secretary.

CERTIFIER'S STATEMENT.

This sheet should be promptly returned, as a failure to return it will be regarded as a refusal to certify to the character or competence of the applicant.

1. How long have you known the applicant?

2. Has he (or she) ever been employed by you, and if so, when and how long?

(a)

If he (or she) has ceased to work for you, why did he (or she) leave?

(b)

What was the nature of the work done by him (or her)?

(c)

Was his (or her) work satisfactory?

(d)

If not, in what respect was it deficient?

3. What is his (or her) present occupation? State upon whose information you answer.

4. In what other occupations has he (or she) been employed? State upon whose information you answer.

5. What is his (or her) character as to

(a) Honesty?

(b) Trustworthiness?

(c) Habits as to the use of intoxicants?

6. Other things being satisfactory, would you, with your knowledge of his (or her) capacity, condition of health, character, associates and habits, employ him (or her) in your own private business, had you occasion for such services as he (or she) desires to render the City?

7. Are you willing to allow your answers to the foregoing to be published?

Name .....
Occupation .....
Address .....

No person concerning whom recommendations are required shall be appointed to any position for which an examination is necessary, unless satisfactory answers are returned to these questions by at least two of the persons who have given such recommendations, or unless a satisfactory report of their answers shall have been made by the Character Examiner.

Rule 26.

The secretary may give a certificate to any person examined, except under Schedule G, stating the grade which such person attained, and the proficiency in the several subjects shown by the markings.

APPEALS—REVISION.

Rule 27.

Complaints of injustice or unfairness on the part of any examiner or Examining Board, or of any one acting under the Municipal Commission, shall be considered by such Municipal Commission, which shall have the right to revise the marking and grading on the papers, or order a new examination, or otherwise act as substantial justice in the premises may require.

ELIGIBLE LIST.

Rule 28.

Eligible lists shall be prepared by the secretary from time to time, as the needs of the service require, for the different positions and grades in Schedules B, C, D, E and F. Upon

each eligible list shall be placed only such persons as have been found by the Examining Board to be duly qualified for the position for which such eligible list is prepared. The candidates shall be placed upon the eligible list in the order shown by the respective percentages of their aggregate markings upon their examinations, and when candidates have been honorably discharged from the military or naval service of the United States in the Civil War, that fact shall be indicated upon said list, and such candidates' names shall be placed at the head of the eligible list in the order shown by their respective percentages. Where an examination for any position or grade takes place before the eligible list for that position or grade is exhausted, a new eligible list shall be prepared after such examination, to take the place of the former eligible list. The persons upon the former eligible list who have not been examined for the new eligible list shall, unless a period of one year from the date of the original entry of their names on the former list has elapsed, be placed respectively upon the new eligible list in the position to which the percentages of their aggregate markings upon their former examinations would entitle them if such markings had instead been given them upon the new examination.

When two or more eligibles on a register have the same average percentage, preference in certification shall be determined by the order in which their applications were filed, but neither priority in the date of application nor of examination shall give any other advantage in position on the registers of eligibles.

In examinations for promotion, when two or more eligibles on a register have the same average percentage, preference in certification shall be determined by seniority in service.

The term of eligibility for each eligible list for appointment or promotion is fixed at one year from the date of such list, unless, in the interest of the public service, the Municipal Commission shall extend the term, but no eligible list shall remain in force for a period longer than four years.

Whenever an eligible certified for appointment shall fail to accept an offer of appointment by mail within the four busi-

ness days next succeeding the mailing of notice of appointment he shall be deemed to have declined the appointment. An eligible who has declined an appointment shall not thereafter be certified for a position at the same or any less salary, except upon his written request to the Municipal Commission. Whenever one or more eligibles shall have declined any appointment offered, and an eligible whose relative standing is lower shall have been appointed to the position, the salary or compensation of such appointee shall not be increased within a period of six months after his appointment beyond that offered to the persons so declining.

If the appointment shall be made of any person other than the one standing highest on the eligible list the appointing officer shall forward to the Commission, with the notice of appointment, copies of all correspondence to and from the persons declining such appointment.

No person, while on the eligible list for any position, shall be allowed to take his or her name off said list for the purpose of entering another examination to increase his or her rating, except at the end of nine months from the date of the eligible list, without the consent of the Commission.

All eligible lists completed and in force on April 19, 1899, are hereby continued in force for the balance of the period of eligibility originally attaching to such lists, subject to the power of extension herein contained, except, however, eligible lists formed after separate fitness examinations, which are hereby abolished. Eligible lists from examinations completed prior to April 19, 1899, in which the papers had not been completely rated or the results had not been completely tabulated or entered, shall become eligible lists in full force from the date of the promulgation of these rules or from the date of the subsequent completion of such lists.

CERTIFICATION AND APPOINTMENT.

Rule 29.

Whenever a vacancy shall occur within any grade of any class in Schedules B, C, D, E or F, which, in the opinion of the appointing officer, the business of the City requires to be filled,

he shall forthwith notify the Secretary of the vacancy and state whether the same is to be filled by appointment or by promotion, and the title of the position, the number of vacancies to be filled and compensation to be paid. If the position to be filled is a clerkship, the appointing officer shall state whether it is a minor clerkship, or whether any of the special qualifications denoted by the optional subjects are required, and if so, which.

Appointments shall be made to or employment shall be given in all positions in the competitive class that are not filled by promotion, reinstatement, transfer or reduction, under the provisions of the Civil Service Law and these rules, by appointment of those graded highest in the open competitive examinations conducted by the Municipal Commission, except as otherwise provided in the Civil Service Law.

The Secretary shall, as soon as practicable, certify to the appointing officer for appointment or for promotion from the eligible list appropriate to such position, the names of the persons graded highest as above provided, placing at the head of the list and indicating such of them as have been honorably discharged from the military or naval service of the United States in the Civil War. The certificate of the Secretary shall, in all cases, state the percentage of the maximum obtained by each of the persons certified.

When a requisition is made to fill a position for which no eligible list exists, the Secretary shall, after a conference with the Chief Examiner, make certification from the eligible list most nearly appropriate for the group in which the position to be filled is classified, and wherein the qualifications demanded have been determined by examination.

If the appointing officer shall signify that attainment in one or more of the optional subjects is essential, the Secretary shall certify the name of the person whose standing on the eligible list for the denoted special subject is the highest. The Examining Board may, at any time, hold a competitive examination to fill a vacancy in a position of this kind if, in their judgment, there is no appropriate eligible list from which to fill the vacant position.

Until such appointment has been made to all positions for which names have been certified, or until said certification has been canceled, no new certification shall be made to fill said vacant position or positions. In all cases the vacancies shall be so filled within fifteen days after the receipt by the appointing power of the names certified by the Secretary, and the Secretary shall be notified within twenty-four hours by the appointing power of the appointments or promotions so made. No certification shall be in force for a longer period than fifteen days, and at the end of said fifteen days such certification shall be canceled by the Secretary, and the department making the requisition shall be notified accordingly.

Whenever the appointing officer who shall have made a requisition to fill a certain number of vacancies shall appoint or promote to office a number smaller than that of the vacancies, named by him, he shall not make selection therefrom from the whole number certified to him, but he shall appoint those graded highest upon the list certified.

All positions filled by appointment based on optional subjects shall be specifically noticed in the published list of appointments in the official register.

If the appointing officer shall certify that a person named in a certification has declined to accept a position offered, the Secretary may certify the name of the person standing next highest upon the eligible list of those already certified.

In all cases where the appointing officer certifies that the person named failed to respond to notice sent, the Secretary shall forthwith send notice to said person, setting forth the facts of the case, and if said eligible again fails to respond or fails to furnish satisfactory reasons therefor, the name of said eligible shall be stricken from the list.

If a person who is not entitled to certification is certified and appointed, his appointment shall be immediately revoked by the appointing officer upon notification by the Municipal Commission.

Rule 30.

Notice shall within twenty-four hours be given in writing by the appointing officer to the Secretary, of the person or

persons appointed, giving the application number, name, address, position, salary and date of appointment, and such other information as the Municipal Commission may require, and a record of the same shall be kept by said Secretary.

Rule 31.

Notice of all appointments made under these rules shall be forwarded by the Secretary of the Commission within five days to the *City Record* for publication.

Rule 32.

The Commission shall keep in its office an official roster of the classified service of the City of New York, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service upon such evidence as it may require or deem satisfactory that such person was appointed to, or employed, promoted or reinstated in the service in conformity with the provisions of law and of these rules. The official roster shall show opposite, or in connection with each name, the date of appointment, employment, promotion or reinstatement, and the office in which and the compensation of the position, date of commencement of service, and the date of transfer in or separation from the service by dismissal, resignation, cancellation of appointment, or death.

Within five days from the date of any transfer, promotion, suspension, resignation, death or removal of any person holding a position in the service of the City, notice thereof shall be given in writing by the appointing officer to the Secretary, who shall keep a record of the same.

Appointing officers of any department, office, bureau or institution whose employees are paid direct from the treasury of the City, shall furnish the Municipal Commission with pay-rolls showing the names of the persons to be paid, residence, title of position held or kind of service performed by each person, the rate and amount of compensation to which he is entitled and the period for which he is paid, and shall certify that the persons named therein are employed solely in

the performance of the appropriate duties of the positions and employments indicated, and have not been assigned to perform duties appertaining to any other title.

Upon satisfactory evidence that, with intent to evade the provisions of law and of these rules, any person appointed to or employed in any position in the classified service has been assigned to perform duties other than those for which he was examined and certified, or under any title not appropriate to the duties to be performed, the Commission will refuse the certification required by section 19 of the Civil Service Law, and remove the name from the official roster.

The certification of pay-rolls by the Municipal Civil Service Commission, required by section 19 of the Civil Service Law, may be made by the Secretary or the Assistant Secretary of the Municipal Commission on behalf of the Commission, and the Municipal Commission for such purpose may by resolution authorize its Secretary and Assistant Secretary or either of them to make such certification.

Rule 33.

When the services to be rendered by an appointee are for a temporary period, not to exceed three months, and the need of such service is important and urgent, the appointing officer may appoint from the appropriate eligible list, in accordance with the second paragraph of Rule 29, any person willing to accept such temporary appointment, but the acceptance or declination of any such temporary appointment shall not deprive the appointee of his right to future certification for permanent appointment, nor shall said appointee be entitled to the privileges conferred by the provisions of the rules relating to promotion, transfer, and reinstatement.

Successive temporary appointments shall not be made to the same position under this rule.

In the following offices, when extra clerks are required for temporary employment and a sufficient number of candidates on the eligible list after due certifications will not accept such temporary employment, clerks may be employed without examination during the periods specified respectively

In the office of the Receiver of Taxes, Department of Finance, during the busy season, for the collection of taxes, for a period not exceeding four months, between September 1 and January 1.

In the office of the Superintendent of Elections, Police Department, during the season when extra clerks are required for purposes of registration, for a period not exceeding forty days.

In the office of the Collector of Assessments and Arrears, for a period not exceeding four months, between August 15 and December 15.

In the office of the Registrar of Water Rates, Department of Water Supply, for a period not exceeding three months, between May 1 and August 1.

But no temporary appointments shall be made to any of the above-mentioned clerkships unless within four months prior to such appointment a special competitive examination for temporary clerkships has been held.

Upon the termination of the employment of any person employed as the result of an examination pursuant to the provisions of this rule in any of the departments named, the name of said person shall be restored to the eligible list in the order of his original standing for future certification for temporary employment as clerk, but no other right is conferred by this rule upon such person.

Rule 34.

Whenever there are urgent reasons for filling a vacancy in any position in the competitive class, and there is no list of persons eligible for appointment after competitive examination, the appointing officer may nominate a person to the Municipal Commission for non-competitive examination, and if such nominee shall be certified by such Commission as qualified after such non-competitive examination, he may be appointed provisionally to fill such vacancy until a selection and appointment can be made after competitive examination, but such provisional appointment shall not continue for a longer period than one month, nor shall any provisional ap-

pointment in force at the time of the adoption and promulgation of these rules continue for a longer period than one month, nor shall successive temporary appointments be made to the same position under this rule.

PROBATION.

Rule 35.

Every original appointment to or employment in any position in the competitive class shall be for a probationary term of three months, and an appointing or nominating officer in notifying a person certified to him for appointment or employment shall specify the same as for a probationary term only; and if the conduct, capacity and fitness of the probationer are satisfactory to the appointing officer, his retention in the service, after the end of such term, shall be equivalent to his permanent appointment, but if his conduct, capacity or fitness be not satisfactory, he may be discharged at any time during the probationary term, without regard to any provision of law or these rules limiting the power of removal.

Every officer under whom any probationer shall serve during any part of his probation shall carefully observe the quality and value of the services rendered by such probationer, and his conduct, and if so required shall report in writing to the proper appointing officer the facts observed by him, showing the character and qualifications of such probationer, and of the services rendered by him, and such reports shall be preserved on file.

PROMOTION.

Rule 36.

Promotion from the lower grades to the higher shall be on the basis of ascertained merit, seniority of service and examination, as hereinafter provided.

Rule 37.

An increase in salary or other compensation of any person holding an office or position within the scope of these rules

beyond the limit fixed for the grade in which such office or position is classified, shall be deemed a promotion.

Positions in the competitive class are graded according to the fixed limit of compensation, as follows:

GROUP 1. FOR ALL POSITIONS INCLUDED IN SCHEDULE B:

First Grade—Office boy (or girl). Annual compensation of $300 or less.

Second Grade—Junior clerks. Annual compensation of $600 or less.

Third Grade—Senior clerks. Annual compensation of more than $600, but not more than $1,000.

Fourth Grade—Senior clerks. Annual compensation of more than $1,000, but not more than $1,500.

Fifth Grade—Senior clerks. Annual compensation of more than $1,500, but not more than $2,000.

Sixth Grade—Senior clerks. Annual compensation of more than $2,000, but not more than $2,500.

Seventh Grade—Senior clerks. Annual compensation of more than $2,500.

GROUP 2. FOR ALL POSITIONS INCLUDED IN SCHEDULE C:

Uniformed Force of the Fire Department.

First Grade—Fireman. Annual compensation of $1,400 or less.

Second Grade—Engineer of Steamer. Annual compensation of $1,600 or less.

Third Grade—Assistant Foreman. Annual compensation of not less than $1,500 nor more than $1,800.

Fourth Grade—Foreman. Annual compensation of not less than $1,800 nor more than $2,500.

Fifth Grade—Chief of Battalion. Annual compensation of not less than $2.750 nor more than $3,500.

Sixth Grade—Deputy Chief. Annual compensation of not less than $3,500 nor more than $4,500.

Seventh Grade—Chief.

Uniformed Force of the Police Department.

First Grade—Patrolman. Annual compensation $1,400 or less.

Second Grade—Roundsman. Annual compensation of not less than $1,400 nor more than $1,500.

Third Grade—Sergeant or Detective Sergeant. Annual compensation of not less than $1,500 nor more than $2,000.

Fourth Grade—Captain. Annual compensation of not less than $2,000 nor more than $2,750.

Fifth Grade—Inspector. Annual compensation of not less than $2,750 nor more than $3,500.

Sixth Grade—Deputy Chief. Annual compensation of not less than $3,500 nor more than $5,000.

GROUP 3—FOR ALL ARCHITECTURAL, CIVIL OR MECHANICAL ENGINEERING POSITIONS, AS FOLLOWS:

First Grade—Axeman. Annual compensation of $900 or less.

Second Grade—Chainman or Rodman. Annual compensation of more than $900, but not more than $1,200.

Third Grade—Leveler. Annual compensation of more than $1,200, but not more than $1,320.

Fourth Grade—Transitman or Computer; Draughtsman. Annual compensation of more than $1,320, but not more than $1,800.

Fifth Grade—Chief Draughtsman. Annual compensation of more than $1,800, but not more than $2,000. Assistant Engineer. Annual compensation of more than $1,800, but not more than $3,000.

Sixth Grade—Principal Assistant Engineer. Annual compensation of more than $3,000.

GROUP 4. FOR ALL OTHER POSITIONS:

First Grade—Annual compensation of $600 or less.

Second Grade—Annual compensation of more than $600, but not more than $900.

Third Grade—Annual compensation of more than $900, but not more than $1,200.

Fourth Grade--Annual compensation of more than $1,200, but not more than $1,500.

Fifth Grade—Annual compensation of $1,500, but not more than $2,100.

Sixth Grade—Annual compensation of more than $2,100, but not more than $3,000.

Seventh Grade—Annual compensation of more than $3,000.

Rule 38.

Whenever a vacancy is to be filled in any position in the competitive class above the lowest grade, the Municipal Commission shall forthwith arrange to hold a promotion examination limited to those persons who have for more than six months served with fidelity in the next lower grade in the same office, department or institution, provided that if there are no persons who have served with fidelity for six months in the next lower grade, or provided all persons in the next lower grade fail in any promotion examination, then all persons in the next lower grade who have served with fidelity for six months in the same office, department or institution, shall have the right to compete in said promotion examination. On the request of the appointing officer the Municipal Commission may permit persons occupying two or more of the next lower grades to compete for the promotion, reasons for such course being set forth in detail.

Whenever after due trial it is found not practicable to fill a vacancy in any position through promotion in the manner herein prescribed, such vacancy shall be filled by original appointment through competitive examination in accordance with the provisions of subdivision 2 of Rule 29.

No promotion can be made from a position in one class to a position in another class unless the same be specially authorized by the Municipal Commission, but a person employed in any position shall not, because of such appointment, be barred from the open competitive examination provided for original entrance to any other position.

The test of actual service being the main factor for fitness in promotion, there shall be kept in every office continuous

and comparative records of the efficiency, punctuality, attention and general good conduct of all persons employed therein. Such records shall at all times be open to inspection to the Municipal Commission, and if the same have been regularly and properly kept they shall constitute one of the elements in such promotion examination, with such relative weight as shall be assigned to them by the Examining Board. If such records have not been regularly and properly kept, the Chief Examiner shall prescribe such tests as to him may seem best calculated to determine the relative merit and fitness of the persons entitled to enter the promotion examination.

The appointing officer shall notify the Municipal Commission of any vacancy in a position in his office to be filled by promotion, and thereupon, after consultation with the appointing officer, the Municipal Commission shall direct a competitive examination of those entitled to enter the same under the provisions of this rule, and shall publish the same by notice, giving date and place, posted conspicuously in the office where such vacancy exists, and sent by mail to those eligible for such examination.

No person shall be promoted from any position in Schedule G to any position classified as subject to competitive examination, unless such person shall have served the city creditably for a period of three years in the department in which he is employed, and then only when the promotion is in accordance with these rules, and is in the direct line of duty and according to grade, and the person named shall pass an examination of the same character as required for original appointment to said position.

It shall be the duty of the officer or officers constituting the appointing power in the department in which a vacancy exists to make and forward to the Municipal Commission their joint or several certificates as to the efficiency, character and conduct of every person in such inferior grade who desires to become an applicant for such promotion and a copy of the record of said person in the department to which he belongs. The examining body shall have the right to call

upon the appointing officer for further information upon any of the matters before them.

Rule 39.

Examiners of persons named for promotion shall personally question them concerning their office work and its purposes, in order to ascertain if they have a general and intelligent knowledge of the business in the department in which they are employed, and may require the persons examined to give a written description of the work done by them and its relation to the duties of others.

TRANSFER.

Rule 40.

A person who has received a permanent appointment to any position in the competitive class may be transferred without examination to a position in the same class, in any other office, provided that for original entrance to the position proposed to be filled by transfer there is not required by these rules, in the opinion of the Municipal Commission, an examination involving essential tests or qualifications different from or higher than those involved in the examination for original entrance to the position held by the person proposed to be transferred, or provided he shall have served the City with fidelity for at least three years in a similar position; but this restriction shall not apply in case the name of such person shall be upon the eligible list for the position to which he is proposed to be transferred.

No transfer shall be made from any position in the unclassified service to any position in the classified service, nor from any position in one class to any position in another class, nor from any position in any grade in the competitive class to any different grade in that class unless the same shall be specially authorized by the Municipal Commission, and such authorization shall be reported, with the reasons therefor, in the annual report to the State Civil Service Commission.

Upon the written request of an appointing officer stating the essential facts in regard to any proposed transfer, the Commission will, if such transfer be in accordance with law and the provisions of these rules, issue its certificate of that fact to such officer.

All transfers herein authorized shall be made only after the issuance of such certificate.

DISMISSAL.

Rule 41.

No person dismissed from the service for delinquency or misconduct shall be eligible to appointment in any capacity in any department of the Municipal service within two years.

Rule 42.

To secure compliance with the provisions of the Civil Service Law prohibiting removals because of political opinions or affiliations, no removal of any person in the classified service of the City of New York shall be valid unless and until a statement of the causes of such removal shall be filed with the Municipal Commission and a copy of the same furnished to the person sought to be removed and until such person has been afforded an opportunity to present an explanation in writing.

No person holding a position by appointment or employment in the City of New York, who is an honorably discharged soldier, sailor or marine, having served as such in the Union Army or Navy during the War of the Rebellion, and who is an honorably discharged soldier, sailor or marine, having served as such in the Army or Navy of the United States during the Spanish-American War, or is an honorably discharged soldier, sailor or marine of the regular Army or Navy of the United States, or who shall have served the term required by law in the volunteer fire department of any city, town or village in the state, or who shall have been a member thereof at the time of disbandment of said volunteer fire department, shall be removed from such position or employ-

ment, except for incompetency or misconduct shown after a hearing, upon due notice, upon stated charges and with the rightto such employee or appointee to a review by a writ of certiorari. If the position so held by any such honorably discharged soldier, sailor or marine, or volunteer fireman shall become unnecessary or be abolished for reasons of economy or otherwise, the said honorably discharged soldier, sailor or marine, or volunteer fireman holding the same shall not be discharged from the public service, but shall be transferred to any branch of the said service for duty in such position as he may be fitted to fill, receiving the same compensation therefor. Nothing in this section shall be construed to apply to the position of private secretary or deputy of any official or department, or to any other person holding a strictly confidential relation to the appointing officer. A person serving under a probationary or provisional appointment shall not be deemed to be holding a position within the meaning of this section.

REINSTATEMENT.

Rule 43.

Any person employed in any position in the service of the City of New York who shall be certified to the Commission by the proper authorities to have left such service without fault or delinquency on his part, and to have performed the duties of such employment creditably, may be re-employed in the service of the City in the same position in the same department within one year next following his leaving the service. If such employment was after due certification for the same, under these rules, or under the Civil Service statutes in force at the time the examinations were held, or if such persons shall have passed the examination or attained a place upon the eligible list for such position, such person may be re-employed without further examination. If it was not subject to these rules or to such statutes, such person may be re-employed upon passing an examination pursuant to these rules. If several persons are so certified they shall be placed on a separate eligible list, pursuant to these rules.

Whenever in any department or institution an office or position is abolished, or whenever the number of positions of a certain character is reduced, the person or persons legally holding the office, or filling the position, shall be entitled to reappointment to or reinstatement in the said position or office if it is thereafter within one year re-established under the same or any other designation.

Rule 44.

No person in the public service is for that reason under any obligation to contribute to any political fund, or to render any political service, and no person shall be removed or otherwise prejudiced for refusing to do so.

No person in said service shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of any person in such service because of his political or religious opinions or affiliations.

SCHEDULE B.

CLERICAL POSITIONS.

Rule 45.

The general examination for admission to positions in Schedule B shall be in writing and on the following subjects:

1. Handwriting.
2. Writing from Dictation.
3. English Spelling.
4. Arithmetic.
5. Making a condensed summary of a document or letter-writing or both.

Optional:

6. Copying from manuscript and indexing.
7. Arithmetic, applied, viz.: practical problems in proportion, percentage, interest, discount and average.
8. Letter-writing on subjects connected with New York City affairs; grammatical correctness and brevity of expression will be considered.

9. Bookkeeping.
10. Expert Penmanship.
11. Typewriting.
12. Stenography.

Every applicant must be examined in the five obligatory subjects, and may be examined further in such of the optional subjects as he may select.

Rule 46.

The relative weight given to the several obligatory subjects in making up the average standing in Schedule B shall be as follows:

1. Handwriting	30
2. Writing from Dictation	15
3. English Spelling	15
4. Arithmetic	20
5. Making a summary, or letter-writing	20
Total of weights	100

Rule 47.

The process of ascertaining the absolute standing of each competitor shall be as follows:

MUNICIPAL CIVIL SERVICE COMMISSION.

Results of Examination of Adam Roberts.

(Date.)

SUBJECTS.	STANDING ON SUBJECT.	WEIGHT GIVEN TO SUBJECT.	PRODUCT OF STANDING AND WEIGHT.
1. Handwriting	83	30	2,490
2. Writing from Dictation	90	15	1,350
3. English Spelling	68	15	1,020
4. Arithmetic	72	20	1,440
5. Making a Summary	70	20	1,400
Total product			7,700
Divide Product by Sum of Weights	..	100	..
General average standing	..	..	77
6. Letter Writing	..	..	85

The standing in each of the optional subjects in which any competitor is examined shall be marked on a scale of 100 and shall be recorded in the preceding form as there shown. A similar form shall be used in stating the result of examination for appointment to position under Schedule A, Part II, C, D, E and F.

At competitive examinations held for the position of Clerk, a separate eligible list will be made up having handwriting as its basis, and where a requisition is made calling for good handwriting rather than proficiency in the other required subjects, certification will be made from such eligible list. Public notice of this rule will be given before each examination.

SCHEDULE C.

FIREMEN AND PATROLMEN.

Rule 48.

All applications for appointment to any position in Schedule C shall be made upon blanks furnished by the Secretary of the Municipal Civil Service Commission and Examining Board, and the same shall be filed in the office of the said Secretary. For all positions in said schedule, except for Doorman in the Police Department, the first of said blanks to be presented by the applicant in person, shall be substantially as follows:

CITY OF NEW YORK.....189..

To the Municipal Civil Service Commissioners of The City of New York:

The undersigned states that he is.....years of age, respectfully asks appointment as.....in the..... Department, City of New York, and refers you to the following testimonials:

Signed.....

Each of the undersigned respectfully represents to the Commissioners of.... .....City of New York, that he can and does hereby testify that he knows the above appli-

cant personally, and that he is a man of good moral character, of sober and industrious habits, that he has never known him to be guilty or convicted of any criminal act or disorderly conduct, and each of the undersigned further says that he is not a keeper of a liquor saloon; that he consents that this certificate may be made public, and is willing to furnish any other information respecting the applicant which he may possess.

Name..... Residence.....

The second, which must be filled out and signed in the presence of the Secretary or of a Clerk of the Municipal Civil Service Commission, who shall also sign as witness, shall be as follows:

(N. B.—This statement of applicant must be filled out and signed in the presence of the Secretary or of a Clerk of the Civil Service Commission, who shall also sign as witness.)

City of New York.....189....

Statement of .....
Where were you born?.....
In what year?..... Month?..... Day?.....
Where do you live? (street and number).....
How long have you lived in New York City?.....
If not born in the United States, have you been naturalized?
..... When?..... Where?.....
Are you married?.....or single?.....or widower?.....
What family have you?.....
Have you been complained of, indicted for or convicted of any criminal offense?.....Where?.....
What is your regular occupation?.....
What has been the nature of your occupation for the last five years?.....
Have you ever been a policeman (or fireman, as the case may be)?..... If so, where?.....and when?.....
Have you paid or promised to pay, or given any money or other consideration to any person, directly or indirectly, for any aid or influence toward procuring your appointment?.....

*Have you ever been in the Army or Navy of the United States?..... If so, when?..... In what capacity .....
Witness.....

.....
Signature of Applicant.

Sworn to before me, this
....day of.... 189....

.....
Signature of officer administering oath.

---

* If the applicant has been in the military or naval service of the United States he should furnish the name and address of one or more of his surviving officers if practicable. In any case he shall give satisfactory evidence of honorable discharge.

Rule 49.

Every applicant for position in Schedule C, except Doorman in the Police Department, shall present to the Examining Board a statement in reference to his physical qualifications, in which he shall answer in writing the following questions:

Applicant's Statement.

Name.....
Date of birth.....
Occupation .....
Have you any disease now?.....
What diseases have you had during the last seven years?
.....
Do you know of any hereditary disease in your family?.....
If your parents, brothers or sisters, or any of them, are dead, of what disease did they die?.....
Have you ever had fits?.....
Have you ever had any fracture or dislocation?.....
Have you ever received any injury in the head or spine?....
Are you subject to piles?.....
Have you ever been vaccinated?.....
Have you ever had rheumatism?.....
....., Applicant.

The medical and physical examiners of the Civil Service Boards shall examine the applicant in reference to the matters designated in the following schedule, and fill up and certify the same in accordance with the results of such examination.

Schedule.

Name.... .....*Age*.....*Residence*.....

HAS THE APPLICANT ever been examined by the Medical Officer of the Department, and if so, state the result?				
*STATE THE EXACT Weight, A; Height, B; Circumference of Chest, C.	WEIGHT. A.	HEIGHT. B. Feet.	HEIGHT. Inches.	C† At forced Expiration.....inches. On full Inspiration.....inches.
A. IS THE RESPIRING MURMUR clear and distinct over both lungs?	A.			
B. Is the character of the Respiration Full, Easy, and Regular?	B.			
C. Are there any indications of Disease of the Organs of Respiration or their Appendages?	C.			
A. IS THE CHARACTER of the Heart's action Uniform, Free, and Steady?	A.			
B. Are its Sounds and Rhythm Regular and Normal?	B.			
C. Are there any indications of Disease of this Organ or of the Blood Vessels?	C.			
A. IS THE SIGHT good?	A.			
B. Is the Hearing good?	B.			
IS THE APPLICANT SUBJECT TO COUGH, Expectoration, Difficulty of Breathing, or Palpitation?				
A. ARE THE FUNCTIONS of the Brain and Nervous System in a Healthy State?	A.			
B. Has the Brain or Spinal Cord ever been Diseased?	B.			

IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or abdominal organs, or the skin, eyes, ears, limbs, etc. .....

HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism? .....

‡DOES THE APPLICANT display any evidence of having or having had syphilis? .....

HABITS, use of stimulants and tobacco. .....

* The Examiners are called upon to pay especial attention to the annexed schedule in determining the fitness of the applicant.

† There should be a difference of at least two inches at forced expiration and on full inspiration.

‡ Syphilitic taint in the applicant must always be regarded as good cause of rejection.

** Obesity must be regarded as a good cause for rejection.

† Minimum circumference of the Chest tolerable in applicants.

Height.		Circumference of Chest.
Feet.	Inches.	Inches.
5	7½	33
5	8	34
5	9	34½
5	10	35
5	11	35½
6	—	36
6	1	36½
6	2	37
6	3	37½
6	4	38

STATURE AND WEIGHT. — The stature shall not be below 5 ft. 7½ in., nor the weight below that marked as its minimum accompaniment in the subjoined table :**

Height.		Min. Weight.
Feet.	Inches.	Pounds.
5	7½	138
5	8	140
5	9	145
5	10	150
5	11	155
6	—	160
6	1	165
6	2	170
6	3	175
6	4	180

(a) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

(b) In the case of Patrolmen in the Police Department the minimum height required is 5 feet 7½ inches, and the weight is 138 pounds.

(c) In the case of Firemen in the Fire Department, the stature shall not be below 5 feet 6½ inches, nor the chest measurement and weight below those marked as the minimum in the subjoined table :

Height.		Circumference of Chest.	Weight.
Feet.	Inches.	Inches.	Pounds.
5	6½	36	136
5	7	36	138
5	7½	36	140
5	8	36	145
5	8½	36	150
5	9	36	155
5	9½	36	160
5	10	36	165
5	10½	36	170
5	11	36	175
5	11½	36	180
6		36	185
6	0½	36½	190
6	1	36½	195

Affidavit to be signed and sworn to by applicant.

City and County of New York, ss.:

I.....being duly sworn, depose and say, that I have returned true answers to the inquiries of .....touching my personal and family health, history, habits and antecedents, and that I am the person described in the above record of examination.

.....

Sworn to before me this }
...day of.....189.. }

Notary Public (or Commissioner of Deeds).

Certificate of Medical and Physical Examiners.

We hereby certify that we have this day carefully and thoroughly examined, in accordance with the above instructions .....and find that he is.. ...sound in limb and body, is .....able-bodied.....of a robust constitution, has .....good eyesight, and..... good hearing, and in our opinion is.....physically.....qualified to sustain the

labors and exposures, and perform the duties of a..... and that the above is a truthful record of the examination.

(Signed) .....

NEW YORK. ..... 189..

Rule 50.

The physical examiner shall also test the strength, activity and physical capacity of the applicant by suitable examination into the strength of his lungs and the strength of his back, chest, legs and arms. These tests shall be submitted to and approved by the Commission. Such examiner shall report in writing to the Board of Examiners the result of such examination.

Rule 51.

Applicants for positions shall then be submitted for further examination as to general qualifications.

General Qualifications.

1. General character: To include habits and reputation and to be ascertained in such a manner as the Examining Board may determine with the aid directed by Rule 48.

2. Experience: Obtained either in actual service as a Police Officer (or Fireman, as the case may be), or in other occupation tending to qualify for such service.

3. Obligatory subjects:

(a) Spelling.

(b) Handwriting.

(c) Writing down from memory the substance of matter orally communicated.

(d) Arithmetic.

(e) Rules and regulations relating to the duties of the position applied for.

(f) In the case of applicants for positions as Policemen, questions relating to City government, location of streets, public buildings, railroad depots and other subjects respecting which strangers in the city naturally inquire. In the case of applicants for Firemen, these questions should be directed to the location of streets and buildings.

The relative weight given to the several obligatory subjects in making up the average standings will be as follows:

(a) Spelling	1
(b) Handwriting	1
(c) Writing from memory	1
(d) Arithmetic	1
(e) Rules and regulations relating to duties of position	4
(f) City information (or knowledge of buildings, etc.)	2
Total weights	10

Rule 52.

In making up the general average of the standing of applicants for positions in Schedule C, except Doorman in the Police Department, the relative value of the subject shall be as follows:

Physical qualifications	4
Experience	1
Obligatory subjects	5
Total of values	10

The general average shall be ascertained by multiplying the ascertained average standing of the applicant in each qualification by the value attached thereto and dividing the united products by 10.

No person whose standing on the average of obligatory subjects is less than 70 per cent., or whose standing on physical qualifications is less than 70 per cent., or whose ascertained average on all is below 70, shall be placed upon the eligible list.

Rule 53.

Under the head of "Rules and Regulations," the examiners shall endeavor to test the natural or acquired fitness of the applicants for their work. They shall be given a reasonable time before the examination a copy of selected rules and regulations covering the more important branches of their future duty.

Promotion of Firemen and Policemen.

Rule 54.

Promotions to all positions included in Schedule C shall be made from the next lower grade for ascertained merit, seniority in service and by competitive examination. The subjects of such examination shall be as follows:

1. Writing from dictation.
2. Handwriting.
3. Knowledge of the rules and regulations.
4. Fines and penalties last three years.
5. Arrests for last twelve months.
6. Veracity.
7. Habits as to use of liquor.
8. Ability and energy.
9. Coolness and judgment in emergencies.
10. Deportment toward citizens.
11. Character for maintaining discipline among, and getting good work from subordinates.
12. Physical condition, including activity and endurance.
13. Knowledge of laws and ordinances relating to his duties.
14. General knowledge of localities.
15. United States Infantry tactics and manual of the use of the club, as authorized by the Department.
16. Fidelity and promptitude in the performance of duty.

In examining firemen for promotion, numbers 5, 11 and 15 shall be omitted.

In examining officers in the uniformed force of the Fire Department for all grades above assistant foreman, numbers 5 and 15 shall be omitted.

The standing of applicants for promotion in reference to subjects 1, 2, 3, 12, 13 and 14 shall be determined by examination. Their standing in reference to subjects 4, 5, 6, 7, 8, 9, 10, 11, 15 and 16 shall be determined by the records of the department in which each man's conduct and actions shall be entered, and by such additional satisfactory information as the Municipal Commission or Examining Board may deem necessary and pertinent.

Rule 55.

During the period of probation provided for by these rules all persons admitted on such probation to positions in Schedule C shall pass such portion of their time as the department shall require in the School of Instruction, and no person shall receive an appointment to a position in either department unless at the end of the period of probation the Instructor of the School of Instruction shall report to the Commissioners that such applicant is competent to become a member of the force. In the case of persons applying to be members of the Life Saving Corps of the Fire Department, no person shall receive such appointment unless at the expiration of such period of probation the Instructor shall report to the Commissioner of the Fire Department that such applicant is competent to become a member of the Life Saving Corps.

SCHEDULE D.

Rule 56.

The Board of Examiners shall examine every applicant eligible under these rules for a position in Schedule D, and shall give a certificate of qualification to such person only when satisfied:

First—That he (or she) is within the limits of age prescribed for the situation named.

Second—That he (or she) is free from any physical defect or disease likely to interfere with the proper discharge of his or her duties.

Third—That his (or her) character is such as to qualify him (or her) for such employment; and

Fourth—That he (or she) possesses the requisite knowledge and ability to enter upon the discharge of the duties of such situation or employment.

The fourth article of the certificate shall be determined by the Examining Board from the results of the competitive examination of the different persons applying for the position to which the appointment is to be made. The examination shall have reference to the special qualifications, expert or

otherwise, required for that particular position, and shall be practical in its character.

Rule 57—Part I.

The general examination for admission to the subordinate places in Schedule D (being Part I. of the classification hereto annexed) shall be in writing and on the following subjects:

1. Handwriting (as shown in examination papers).
2. Arithmetic, viz.: addition, subtraction, multiplication and division.
3. Questions relating to the technical knowledge required for the position sought by the applicant.
4. Experience tending to qualify him for that position.

In addition to this, the health and physical vigor of the applicant shall be tested, as hereinafter required.

The relative weight to be given to these several subjects in making up the average standing shall be as follows:

1. Handwriting	1
2. Arithmetic	1
3. Technical knowledge	6
4. Experience	2
Total of weights	10

Rule 57—Part II.

No person shall be admitted as a competitor for appointment to any of the superior positions in Schedule D (being Part II. of the classification hereto annexed), who shall not present to the Examining Board satisfactory evidence that he has received a diploma or certificate from some reputable institution showing that he has pursued in such institution, with credit for two years, a course of study adopted to qualify him for the position which he seeks, or for which his appointment is desired.

He may, however, produce in lieu of such diploma or certificate, certificates from one or more professional men in good standing, to the effect that he has pursued with them or under their direction, and with credit to himself, a course of study similar to that before mentioned for the last three years.

Those admitted to competition for the superior positions in Schedule D shall be examined in writing on the following subjects:

1. The technical knowledge required for the position to be filled, and respecting which the examination is held.

2. Experience tending to qualify the applicant for that position.

3. Mathematics.

4. Writing a report upon an assumed state of facts.

The relative weight to be given to these several sebjects shall be as follows:

1. Technical knowledge	50
2. Experience	15
3. Mathematics	20
4. Report, etc	15
Total of weights	100

SCHEDULE E.

Rule 58.

The general examination for admission to places classified in Schedule E shall be in writing and on the following subjects:

1. The technical knowledge required for the position to be filled.

2. Experience tending to qualify the applicant for that position.

The relative weight given to the subjects shall be as follows:

Technical knowledge	6
Experience	4
Total of weights	10

Applicants for positions in Schedule E must, before being admitted to examination, present satisfactory evidence that they are duly authorized by the laws of the State of New York to practice medicine and surgery.

SCHEDULE F.

Rule 59.

The positions coming under Schedule F being of a miscellaneous character and the qualifications for examination being necessarily varied, the subjects of examination shall be selected by the Examining Board, but shall only be such as will fairly test the qualifications of the applicants for the positions desired.

PRISON KEEPERS.

Rule 60.

Applicants for the position of Keeper of Prisons and Workhouses shall not receive an appointment until they have successfully passed a physical examination by the Medical Examiner. The physician making such examination shall answer the following questions in writing and sign his name and address to them :

Has the applicant any organic disease of the following organs, and if so, state what it is ?

Lungs.

Heart.

Kidneys.

Is he free from hernia ?

Is he free from varicose veins ?

Is his sight good ?

Is his hearing good ?

Does he suffer from any nervous disease, as epilepsy or paralysis ?

Are there any circumstances connected with the applicant's health or strength besides what are stated above that can, in your opinion, tend to render the applicant unfit for prison service as a Keeper ?

If so, state them.

Certificate.

The following certificate must be given in such cases by the Examining Physician to all applicants approved by him :

I, ..., do hereby certify that I have examined .... , the above applicant, and having

in view all and several the answers to the above questions, I do further certify that I find him physically fit for the prison service of the State of New York.

(Signature) .....

Dated at .....this....day of....., 189...

SCHEDULE G.

Rule 61.

Schedule G shall include all laborers and other employees in the City service who shall not be subject to examination under the Civil Service rules, or be especially exempt from examination by said rules or by the statutes of this State.

There shall be appointed by the Municipal Commission, at such salary as they may fix, a Clerk of the Municipal Commissioners of The City of New York, to be known as the Labor Clerk.

It shall be the duty of each Department of the City Service to report, in writing, to the Secretary of the Civil Service Commissioners, within ten days after a written request from him for such report, the names, duties and salaries of all employees hereby classified in Schedule G, who shall, at the date of such request, be in the service of such department.

Rule 62.

All persons seeking any employment classified in Schedule G shall apply for registry for such employment to the Labor Clerk of the Municipal Commissioners, who shall thereupon forthwith deliver to the applicant, or mail to him at the address given by him, a copy of these rules and an application blank of such form as shall be prescribed by the Municipal Commissioners, calling for the name, age, residence and citizenship of the applicant, his previous occupation, and service, if any, in the Army or Navy of the United States in the Civil War, and the date of his discharge therefrom, and proof thereof, and also a certificate of character for the purpose of signature by two reputable residents of New York City, one

of whom is or shall have been an employer of the applicant, vouching for his sobriety, trustworthiness, industry and capacity for the labor and employment for which he seeks to be registered.

Upon receiving such application duly filled out and signed by the applicant with his name or mark together with such certificate of character duly filled out and executed, the Labor Clerk shall cause a number to be affixed to the application, showing the order of its receipt, and thereafter shall enter the same in an application book in such order, and shall cause a written notice to be sent or given to the applicant stating the time and place of his examination for registry, fixed by the Municipal Commissioners as hereinafter provided, at which time and place such examiner or examiners as may be selected by the Municipal Commissioners shall, in such manner as the said Municipal Commissioners shall prescribe, make inquiry regarding the age, residence, citizenship, character, previous occupation, military or naval service in the Civil War of the the applicant, and ascertain and determine, by examination into his capacity for labor and his habits as to industry and sobriety, whether he is qualified for the employment sought, and shall endorse a statement of the determination in that regard, and the reasons for it, upon his application, which shall thereupon be placed on file in order of registration as hereinafter stated. Any wilfully false statement or fraudulent conduct on the part of the applicant shall disqualify him for registration.

An applicant who fails to report for physical examination or who changes his (or her) paper after filing the same, shall lose the registration number and shall be required to make a new application.

For any service other than that of common laborer, candidates will be required to produce a certificate from some competent person or persons, of his ability to do the special kind of work for which he desires to be certified.

Rule 63.

All applicants determined to be qualified for the employment sought shall be registered in the order of their applica-

tion in a labor register to be kept by the Labor Clerk. This register shall subdivide such applicants according to the kind of labor, unskilled or special, for which they are found to be qualified. It shall state the name, age, residence, citizenship and previous occupation of the applicant, the kind of labor, unskilled or special, for which he is qualified, the date of his application, the nature of his service, if any, in the Army or Navy of the United States in the Civil War and of his discharge therefrom, his references and such other information with reference to the applicant as the Municipal Commissioners may from time to time require.

Whenever any list of eligible persons, prepared under authority of this rule, shall contain the names of honorably discharged soldiers, sailors and marines, entitled to preference as aforsaid, any reference in this rule to the persons standing highest on such list shall be deemed to indicate those standing highest of those entitled to preference by the provisions of this rule, and such persons shall be given preference on any list of registered applicants, as though such applications had been filed prior to those of any persons on such lists not entitled to the preference provided by this section.

No person shall be eligible for appointment for a longer period than one year from the date of his or her physical examination. To determine continued eligibility, physical examinations of those already registered may be held according to the needs of the public service. When such re-examination is to be held, each person to be examined shall be notified by mail, in the order of his or her registration number, to report upon a fixed day and hour for examination. The names of all those who do not report for said examination and the names of all who are found not qualified as the result of said examination shall be stricken from the eligible list. The name of each person qualified shall be retained upon the registration list in the order of his or her original registration.

In case of an emergency, the appointing officer may hire and employ temporarily such and so many persons as shall be rendered necessary by such emergency, forthwith reporting such action, with the full particulars thereof, to the Mayor

and to this Commission, but no person shall be so hired or employed for a longer period than three days, except that any person registered or eligible to appointment as a Driver, or as Sweeper in the Department of Street Cleaning, may be temporarily employed at any time as an extra Driver or Sweeper to fill the place of a Driver or Sweeper who is suspended or temporarily absent from duty from any cause.

Where the labor service of any department or institution extends to separate localities, the Municipal Commission may provide separate registration lists for each district or locality. There shall be separate lists of applicants for different kinds of labor or employment, and the Municipal Commission may establish separate labor lists for various institutions and departments. But the number and character of such separate lists for institutions and departments shall be stated for the information of applicants in the printed application blank, and any person seeking employment in his trade who is duly qualified under these rules shall be registered as eligible for appointment on any or all of such lists for such trade as he may designate. Preference in employment from such lists shall be given according to date of application.

A separate register shall be kept for the positions of Sweeper, Driver and Dump-boardman in the Department of Street Cleaning, and candidates who have passed the physical examination required shall be registered in the order of their applications under the head of the position for which they apply.

The examinations for registry shall be held under the direction of the Municipal Commissioners as often as the City service may require.

Rule 64.

When the services of laborers or other employees included in Schedule G are required in any department of the City service, the officer of such department thereto duly authorized shall make a written requisition upon the Labor Clerk, stating the number of persons required and the time and place of employment. Upon receiving such requisition the Labor Clerk, under the direction of the Municipal Commission,

shall certify to such officer the names of persons on the registered list found qualified for the kind of labor required, stating as to each name, address and registration number, the kind of labor, unskilled or special, for which he has been determined to be qualified, and giving such other information as the Municipal Commission may direct. In making such certificates, the Labor Clerk shall certify:

First—Veterans of the Army or Navy of the United States in the Civil War, who are residents and citizens of this State.

Second—Persons not veterans.

If there be no sub-divisions covering the kind of labor required, or if the names in such sub-division be exhausted, the Labor Clerk shall certify from the sub-division covering unskilled labor, unless the officer making the requisition shall designate some other sub-division and there shall be names enough therein to comply with the requisition; in such case the certification shall be made from such sub-division.

From the number of persons so certified, the officer making the requisition shall select the number required and report to the Labor Clerk within twenty-four hours from the date of appointment the names, registration numbers and residences of the persons so selected, provided, however, that whenever the officer shall employ a smaller number than called for in the requisition, he shall not make selection therefor from the whole number certified to him, but only from that number of names standing first upon said list that would have been certified to him had the requisition stated the number of vacancies actually filled.

Rule 65.

The name of any person shall remain upon the registered list for appointment not longer than one year from the date on which it is entered on such list, except after re-examination, as provided in Regulation 63. In the case of every employee the department of the City service employing him shall forthwith report him to the Labor Clerk, together with the names and numbers of the persons employed, and upon the termination of the employment shall report, on a form to be prepared and furnished by the Municipal Commissioners

for that purpose, the date of such termination and the reason therefor, and the substance of such report shall be entered upon the registry against the name of such employee. No employee whose employment is terminated for the reason of failure to work, incompetence, or physical or moral disqualifications, shall be restored to the registry or be again eligible for registration until the expiration of a period of six months from the date of such termination, and then only upon furnishing to the Examiners satisfactory excuse for his failure to work and satisfactory evidence that incompetence or physical or moral disqualification for the employment for which he seeks to be registered does not exist.

REINSTATEMENT.

Any person employed in any position classified in Schedule G who shall be certified to the Municipal Commission by the proper authorities to have left such service without fault or delinquency on his part, and to have performed the duties of such employment creditably, may be re-employed in the same position in the borough of which he is a resident, within one year next following his leaving the service. If such employment was after due certification for the same under these rules, or under statutes in force at the time the examinations were held, such persons may be re-employed without further examination. If it was not subject to these rules, or to such statutes, such person may be re-employed upon passing an examination pursuant to these rules.

Rule 66.

In case there are no eligible lists existing from which appointments may be made to any position in Schedule G, if requisition is made by an appointing officer, the Labor Clerk shall certify the fact to the officer making the requisition, who shall then select such employees as may be immediately required under these rules.

Laborers so employed shall not be retained for a longer period than one week, unless they shall present themselves at the Municipal Civil Service Labor Office for registration in

the manner and under the conditions prescribed for those seeking employment, as set forth in the special rules in relation to the employment of laborers.

TRANSFERS.

Rule 67.

No transfer from one position in Schedule G to another position in the same schedule shall be allowed, unless the persons to be transferred shall have served at least one year in the position from which the transfer is to be made, and then only upon passing an examination equivalent to that required for the position to which he is to be transferred.

No person shall be appointed or employed under any title not appropriate to the duties to be performed.

No Laborer or other employee whose employment is classified in Schedule G shall be detailed to perform the duties appertaining to any position, or be appointed or promoted to any position classified in either of the other schedules, except upon the conditions prescribed in the Civil Service Rules for appointment or promotion to such position.

APPENDIX I.

Classification of the Civil Service of The City of New York.

Schedule A, Part I, comprises all positions which are not subject to examination.

Schedule A, Part II, comprises all positions which are subject to non-competitive examination.

Schedule B comprises all positions of a clerical nature.

Schedule C comprises the uniformed forces of the Police and Fire Departments, except the position of Matron in the Police Department.

Schedule D comprises all positions requiring special expert knowledge, and which are not included in Schedule E.

Schedule E comprises all positions calling for medical service.

Schedule F comprises all positions of a miscellaneous character.

Schedule G comprises the labor service as follows:

(Letters of recommendation from former employers must be furnished by applicants for all positions other than common laborer.)

Assistant to Section Foreman (Department of Street Cleaning),
Assistant to Stable Foreman (Department of Street Cleaning),
Baker,
Barber,
Basket Maker,
Batteryman,
Batteryman's Assistant,
*Blacksmith,
Blacksmith's Helper,
Boat Builder,
Boatman,
*Boilermaker,
*Bricklayer,
Bridge Tender,
Butcher,
Cabin Boy,
Cabinetmaker,
*Carpenter (House),
Carpenter (Ship),
*Cement Worker,
Cleaner (Male or Female),
Cook (Male),
Cooper,
Coppersmith,
Coxswain,
Cutter,
Deckhand,
Diver's Tender,

*Subject to trade examination.

Dock Builder,
Driver,
Dump Boardman (Department of Street Cleaning),
Elevatorman,
Flagger,
Foreman's Assistant,
Foreman of Laborers,
Gardener,
Gas Maker,
Gas Maker's Assistant,
Groundman,
Harness Maker,
*Horseshoer,
Hose Repairer,
Hose Repairer's Helper,
Hospital Helper (Male or Female),
Hospital Helper (Mechanic)
Hostler (Department of Street Cleaning),
*Housesmith,
Laborer,
Lighter of Markets,
Lineman,
Laundress,
*Machinist,
Machinist's Apprentice,
Machinist's Helper,
Mason,
*Mechanic (Department of Street Cleaning),
Mechanic's Helper (Department of Street Cleaning),
Mower,
Oiler,
*Painter (Decorator),
*Painter (Grainer),
*Painter (House),
*Painter (Letterer),
*Painter (Striper),
Paver,
*Pipe Caulker,
*Pipe Fitter,
*Plasterer,
*Plumber,
Plumber's Apprentice,
Rammer,
Rigger,
*Roofer,
*Saw Filer,
Scowman,
Seamstress,
Ship Caulker,
Shoemaker,
Sounder,
Stableman,
Steward on Tug,
Stoker,
*Stone Cutter,
Sweeper (Department of Street Cleaning),
Switchman,
Tailor,
*Tapper,
*Tapper's Assistant,
*Tinsmith,
Toolman,
Truckman,
Upholsterer,
*Varnisher,
Waiter (Male or Female),
Wheelwright,
Woodworker.

*Subject to trade examination.

Note—Reference to regulations concerning schedules:

Schedule A, pages 7, 8.
Schedule B, pages 33, 34.
Schedule C, pages 35–44.
Schedule D, pages 44, 45, 46.
Schedule E, page 46.
Schedule F, page 47.
Schedule G, pages 48–54.
Appendix I, page 55.

COMMISSIONER OF ACCOUNTS.

Schedule A.

Part I.

1 Chief Clerk.
2 Confidential Stenographers.
13 Examiners.
3 Engineers.

Schedule B.

Clerks.
Office Boy (or Girl).

Schedule D.

Part I.

Engineers.

Schedule F.

Stenographer and Typewriter.
Messenger.

Schedule G.

Laborers (Appendix I).

BOARD OF ALDERMEN.

Schedule A.

Part I.

1 Clerk.
1 Deputy Clerk.
1 Journal Clerk.
1 Sergeant-at-Arms.
5 Assistant Sergeants-at-Arms.

Schedule B.

Clerks.
Engrossing Clerk.

Schedule F.

Librarian.
Messenger.
Stenographer and Typewriter.
Doorman.

ARMORY BOARD.

SCHEDULE A.

Part I.

1 Secretary.

SCHEDULE B.

Clerks.
Office Boy (or Girl).

SCHEDULE D.

Part II.

Clerk of the Work (Inspector).

SCHEDULE F.

Stenographer and Typewriter.
Messenger.
Janitor.

BOARD OF ASSESSORS.

SCHEDULE A.

Part I.

1 Secretary.

SCHEDULE B.

Chief Clerk.
Clerks.
Accountant.
Map Clerk.
Record Clerk.

SCHEDULE D.

Part I.

Draughtsman.

SCHEDULE F.

Stenographer and Typewriter.
Messenger.

AQUEDUCT COMMISSION.

SCHEDULE A.

Part I.

1 Secretary.
1 Auditor.
1 Chief Engineer.
1 Confidential Stenographer.
4 Division Engineers.

SCHEDULE B.

Chief Clerk.
Clerks.
Assistant Secretary.
Office Boy (or Girl).

SCHEDULE D.

Part I.

Superintendent of Dam Construction.
Topographical Draughtsman.
Draughtsman.
Inspector.
Engineman.
Engineer Corps.
Axeman.
Chainman.
Rodman.
Leveler.
Transitman.

Part II.

Assistant Engineer.

SCHEDULE F.

Foreman.
Foreman's Assistant.
Janitor.
Stenographer and Typewriter.

SCHEDULE G.

Laborer (Appendix I).

DEPARTMENT OF BRIDGES.

SCHEDULE A.

Part I.

1 Deputy Commissioner of each borough.
2 Chief Engineers.
1 Consulting Engineer.
1 Chief Engineer and Superintendent of the New York and Brooklyn Bridge.
1 Private Secretary to Commissioner.
1 Cashier in main office.
1 Cashier in the office of the New York and Brooklyn Bridge.

SCHEDULE B.

Chief Clerk.
Clerks.
Time and Auditing Clerk.
Bookkeeper.

SCHEDULE D.

Part I.

Engineer Corps.
Axeman.
Rodman.
Leveler.
Second Grade—Chief Engineman.
Draughtsman.
Inspector of Bridges.

Transitman.
Electrical Traction Engineer.
First Grade—Engineman (stationary).
Inspector of Iron.
Inspector of Masonry.
Inspector of Grading.

Part II.

Assistant Engineer.
Resident Engineer.

Schedule F.

Stenographer and Typewriter.
Ticketman.
Assistant Ticketman.
Conductor.
Storekeeper.
Messenger.
Watchman.
Collector.
Gateman.
Platform Man.
Trainmaster.
Train Dispatcher.
Master Mechanic.
Superintendent of Supplies.
Foreman.
Assistant Foreman.
Bridge Keeper.
Superintendent of Bridges.
Superintendent of Electric Light.

Schedule G.

Laborers (Appendix 1).

BROOKLYN PUBLIC LIBRARY.

Schedule A.

Part I.

1 Librarian.
1 Assistant Librarian.

Schedule B.

Chief Clerk.
Clerk.
Bookkeeper.

Schedule F.

Librarian in charge of branch library.
Assistant Librarian in charge of branch library.
Junior Asst. Librarian in charge of branch library.
Stenographer and Typewriter.
Janitor-Engineer.
Janitor.

SCHEDULE G.

Laborers (Appendix I).

DEPARTMENT OF BUILDINGS.

SCHEDULE A.

Part I.

1 Secretary to the Board of Buildings.
1 Private Secretary to each Commissioner.
6 Superintendents of Buildings.

SCHEDULE B.

Clerks.
Chief Clerk.
Office Boy (or Girl).

SCHEDULE D.

Part I.

Building Inspector of Plumbing, Light and Ventilation.
Building Inspector of Masonry and Carpentry.
Building Inspector of Iron and Steel Construction.
Inspector to Supervise Elevators (Machinists).

SCHEDULE F.

Stenographer and Typewriter.
Messenger.
Server of Violation Notices.
Watchman.

SCHEDULE G.

Laborers (Appendix I).

BROOKLYN DISCIPLINARY TRAINING SCHOOL FOR BOYS.

SCHEDULE A.

Part I.

1 Superintendent.

SCHEDULE B.

Part I.

Clerks.

SCHEDULE D.
Part I.
Engineman (Stationary).

SCHEDULE E.
Physician.

SCHEDULE F.

Keeper.
House Mother.
Instructor in Manual Training.
Caretaker.
Teacher.
Instructor in Military Tactics.
Stenographer and Typewriter.
Placing Out Agent.
Woman Principal.

SCHEDULE G.
Laborers (Appendix I).

CHANGE OF GRADE COMMISSION.

SCHEDULE B.
Clerks.

SCHEDULE F.
Stenographer and Typewriter.

DEPARTMENT OF PUBLIC CHARITIES.

SCHEDULE A.
Part I.

1 Secretary to Department.
1 Private Secretary.
1 Superintendent of Out-Door Poor.
1 General Medical Inspector.
6 Chaplains.
300 Pupil Nurses of Training School, whose compensation does not exceed $180 per annum.
14 Head Pupil Nurses of Training School, whose compensation does not exceed $360 per annum.
21 Waitresses, whose annual compensation does not exceed $20 per month.
14 Laundresses, whose compensation does not exceed $20 per month.
4 Cooks (female), whose compensation does not exceed $20 per month.
800 employees, whose compensation does not exceed $150 per annum."

Part II.

Nurse (as provided in Rule 6, Part 4).

SCHEDULE B.

Clerks.
Contract Clerk.
General Bookkeeper and Auditor.
Property Clerk.
Executive Clerk.
Office Boy (or Girl).

SCHEDULE D.

Part I.

Apothecary.
Assistant Apothecary.
Chemist.
Engineman (Stationary or Marine).
Mechanical Engineer.
Supervising Engineer.
Photographer of the Unknown Dead.

SCHEDULE E.

Visiting Oculist.
Physician.
Surgeon.
Assistant Physician.
Examining Physician of Bellevue Dispensary.
Examiner in Lunacy.
Medical Superintendent of Hospital.
Superintendent of Nurses' Training Schools.
Deputy Superintendent of Nurses' Training Schools.

SCHEDULE F.

Superintendent of Hospital, Almshouse or Asylum and School.
Deputy Superintendent of Hospital, Almshouse or Asylum and School.
Purchasing Agent.
Deputy Superintendent of Out Door Poor Department.
General Storekeeper.
Morgue Superintendent or Keeper.
Permanent Visitor.
Matron.
Supervising Nurse.
Assistant Supervising Nurse.
Head Nurse.
Nurse.
Superintendent of Stables.
Manager, Lodging House of Homeless Men, and Assistant.
Captain (Steamboat).
Chef.
Coxswain.

Superintendent Drug Department.
Superintendent of Dispensary in Bellevue Hospital.
Foreman.
Foreman's Assistant.
Janitor.

SCHEDULE G.

Laborers (Appendix I).

DEPARTMENT OF CORRECTION.

SCHEDULE A.

Part I.

2 Deputy Commissioners.
1 Secretary to Department.
1 Private Secretary.
1 Private Secretary to the Deputy Commissioner of the boroughs of Brooklyn and Queens.
5 Chaplains.
7 Wardens (Prisons or Workhouses).
35 employees whose compensation does not exceed $150 per annum.
5 employees (domestics) whose compensation does not exceed $20 per month.

SCHEDULE B.

Clerks.
Office Boy (or Girl).
General Bookkeeper and Auditor.

SCHEDULE D.

Part I.

Engineer Corps.
Engineman (Stationary or Marine).
Inspector of Meats.
Building Inspector.
Apothecary.
Supervising Engineer.
Chief of Bertillon System.

Part II.

Assistant Engineer.

SCHEDULE E.

Physician

SCHEDULE F.

Purchasing Agent.
Assistant Storekeeper.
Deputy Warden.
General Storekeeper.
Stenographer and Typewriter.
Matron.
Nurse.
Keeper (Male or Female).
Orderly (Male or Female).
Chef.
Captain.
Pilot.
Foreman.
Assistant Foreman.
Housekeeper.
Janitor.
Master Mechanic.
Watchman.
Messenger.
Mate.

SCHEDULE G.

Laborers (Appendix I).

CITY CLERK.

SCHEDULE A.

Part I.

1 City Clerk.
1 Cashier.
1 Deputy Clerk in each Borough.

SCHEDULE B.

Clerks.
Commissioner of Deeds Clerk.

SCHEDULE F.

Librarian.
Stenographer and Typewriter.

SUPERVISOR OF THE CITY RECORD.

SCHEDULE A.

Part I.

1 Supervisor.

SCHEDULE B.

Clerks.
Office Boy (or Girl).

SCHEDULE F.

Deputy Supervisor and Expert.
Deputy Supervisor and Accountant.
Examiner of the City Record.
Storekeeper.
Messenger.
Bookbinder.
Janitor.
Stenographer.

SCHEDULE G.

Laborers (Appendix I).

CITY COURT.

SCHEDULE A.

Part I.

1 Clerk.
1 Deputy Clerk.
1 Clerk to each Justice.

SCHEDULE B.

Court Clerks.

SCHEDULE F.

Stenographer.
Attendant.
Interpreter.
Custodian.

CITY MAGISTRATES' COURT.

SCHEDULE A.

Part I.

1 Clerk of each Court.

SCHEDULE B.

Assistant Clerk.

SCHEDULE F.

Stenographer.
Interpreter.
Attendant.

COURT OF GENERAL SESSIONS.

SCHEDULE A.

1 Clerk.
1 Deputy Clerk.
1 Attendant to each Judge.

SCHEDULE B.

Record Clerk.
Assistant Clerk.

SCHEDULE F.

Stenographer.
Chief Court Attendant.
Interpreter.
Attendant.
Warden of Grand Jury.

THE MUNICIPAL COURT.

Schedule A.

1 Clerk for each District.
1 Clerk for each Justice.
1 Deputy Clerk for each district in the Boroughs of Manhattan, Brooklyn and The Bronx.

Schedule F.

Stenographer.
Interpreter.
Attendant.

COURT OF SPECIAL SESSIONS.

Schedule A.

Part I.

1 Clerk.
1 Deputy Clerk.

Schedule B.

Assistant Clerk.
Subpœna Clerk.

Schedule F.

Court Stenographer
Interpreter.
Stenographer and Typewriter.
Messenger.
Attendant.

MUNICIPAL CIVIL SERVICE COMMISSION.

Schedule A.

1 Secretary.
1 Assistant Secretary.
10 Expert Examiners.

Schedule B.

Chief Clerk.
Clerks.
Labor Clerk.
Office Boy (or Girl).

Schedule F.

Telephone Operator.
Stenographer and Typewriter.
First Grade—Examiner.
Second Grade—Chief Examiner.

CORONERS.

Schedule A.

Part I.

1 Chief Clerk in each Borough Office.

1 Replevin Clerk in each Borough Office.

Schedule B.

Clerks.

Assistant Clerk.

Schedule E.

Physician.

Schedule F.

Stenographer.

THE COUNCIL.

Schedule A.

Part I.

1 Confidential Stenographer to the President.

1 Private Secretary to the President.

1 Chief Clerk.

1 Journal Clerk.

1 Sergeant-at-Arms.

3 Assistant Sergeants-at-Arms.

Schedule B

Clerks.

Engrossing Clerk.

Ordinance Clerk.

Schedule F.

Stenographer.

Doorman.

Custodian of Records.

Attendant.

Page.

Messenger.

Librarian.

COLLEGE OF THE CITY OF NEW YORK.

Schedule A.

Part I.

1 Secretary

1 Private Secretary to President.

SCHEDULE B.

Clerks.
Assistant to Secretary.
Registrar.

SCHEDULE F.

Auditor.
Engineer.
Stenographer and Typewriter.
Deputy Librarian.
Janitor-Engineer.

SCHEDULE G.

Laborers (Appendix I).

NORMAL COLLEGE.

SCHEDULE A.

Part I.

1 Secretary.
1 Private Secretary to the President.

SCHEDULE B.

Clerks.

SCHEDULE D.

Part I.

Superintendent of Repairs.

SCHEDULE F.

Stenographer and Typewriter.
Auditor.
Janitor-Engineer.

SCHEDULE G.

Laborers (Appendix I).

DEPARTMENTS OF DOCKS AND FERRIES.

SCHEDULE A.

Part I.

1 Secretary.
1 Treasurer's Clerk.

SCHEDULE B.

Chief Clerk.
Copyist.
Clerks.
Property Clerk.
Assistant Secretary.
Office Boy (or Girl).
Timekeeper.

SCHEDULE D.

Part I.

Inspector of Building.
Inspector of Dredging.
Inspector of Lumber.
Draughtsman.
Engineman (Stationary or Marine).
Engine Corps.
Transitman.
Axeman.
Chainman.
Rodman.
Leveler.
Computer.
Mechanical Engineer.

Part II.

Engineer Corps.
Engineer-in-Chief.
Assistant Engineer.
First Assistant Engineer.
Hydrographer.
Surveyor.
Assistant Surveyor.

SCHEDULE F.

Stenographer and Typewriter.
Searcher Water Grants.
Superintendent of Repairs.
Superintendent of Sections.
Superintendent of Machinery.
Assistant Dock Superintendent.
Captain of Derrick.
Captain Pile Driver.
Dock Superintendent.
Dockmaster.
Dockmaster's Assistant.
Pilot.
Collector.
Doorman.
Janitor.
Keeper.
Messenger.
Roundsman.
Watchman.
Weighmaster.
Recreation Pier Attendant.
Stationary Custodian and Messenger.

SCHEDULE G.

Laborers (Appendix I).

EAST RIVER BRIDGE COMMISSION.

SCHEDULE A.

Part I.

1 Chief Engineer.
1 Chief Clerk.

SCHEDULE B.

Clerk and Stenographer. Clerks.

SCHEDULE D.

Part I.

Engineer Corps.
Axeman.
Chainman.
Draughtsman.
Rodman.
Leveler.
Transitman.

Part II.

Assistant Engineer.
Resident Engineer.
Principal Assistant Engineer.

SCHEDULE F.

Stenographer and Typewriter. Watchman.
Messenger.

SCHEDULE G.

Laborers (Appendix I).

DEPARTMENT OF EDUCATION.

SCHEDULE A.

Part I.

1 Secretary to the Board of Education.
1 Secretary for each Borough School Board.
1 Private Secretary to the City Superintendent of Schools.
1 Private Secretary to the Borough Superintendent of Schools in each Borough.
1 Superintendent of School Buildings.
1 Superintendent of School Supplies.
28 Positions in the Nautical School as follows:
1 Superintendent.
1 Executive Officer.
1 Senior Instructor.
1 Junior Instructor.
1 Surgeon.
2 Boatswains.
1 Steward.
1 Ship's Cook.
1 Carpenter.
1 Fireman.
1 Sailmaker.
1 Quartermaster.
1 Captain of Hold.
3 Cabin Stewards.
1 Cabin Boy.
1 Wardroom Steward.
1 Wardroom Boy.
8 Seamen.

SCHEDULE B.

Clerks.
Office Boy (or Girl).
Chief Supply Clerk.
Assistant Supply Clerk.
Bookkeeper.
Library Clerk.

SCHEDULE D.

Part I.

Engineer's Assistant.
Chief Inspector of Buildings and Repairs.
Patrol Building Inspector.
Building Inspector.
Inspector of Heating and Ventilation.
Deputy Superintendent of School Buildings.
Sanitary Inspector.
Fuel Inspector.
Draughtsman.
Assistant Draughtsman.

SCHEDULE E.

Surgeon.

SCHEDULE F.

Deputy Superintendent of School Supplies.
Examiner of Claims.
Supervisor of Truancy.
Examiner.
Auditor.
Stenographer and Typewriter.
Telephone Operator.
Attendance Officer.
Weighmaster.
Janitor-Engineer.
Janitor.
Messenger.
Keeper.
Orderly.
Librarian and Statistician.

SCHEDULE G.

Laborers (Appendix I).

BOARD OF ESTIMATE AND APPORTIONMENT.

SCHEDULE A.

Part I.

Chief Clerk.
Confidential Stenographer.

SCHEDULE B.

Clerks.

EXAMINING BOARD OF PLUMBERS.

Schedule B.

Clerks.

Schedule F.

Stenographer and Typewriter.

FINANCE DEPARTMENT.

Schedule A.

Part I.

2 Deputy Comptrollers.
1 Assistant Deputy Comptroller.
9 Auditors.
3 Special Inspectors.
4 Coupon Filers.
8 Expert Accountants, appointed under chapter 669 of the Laws of 1897.
20 Assistants to Expert Accountants, appointed under chapter 669 of the Laws of 1897.
1 Private Secretary.
1 City Paymaster.
1 Deputy City Paymaster in each Borough.
1 Chief Clerk.
8 Stock and Bond Clerks.
1 Security Deposit Clerk.
3 Contract Clerks.
1 Collector of City Revenues and Superintendent of Markets.
2 Assistant Superintendents of Markets.
10 Bank Messengers.
1 Messenger in the Paymaster's Office and Auditing Bureau.
1 Collector of Assessments and Arrears.
1 Deputy Collector of Assessments and Arrears in each Borough.
1 Receiver of Taxes.
2 Deputy Receivers of Taxes in each Borough.
14 Cashiers.
7 Examiners of Accounts of Institutions.
1 Deputy Chamberlain.
4 Warrant Clerks in the Office of the Chamberlain.
2 Bank Messengers in the Office of the Chamberlain.
1 Confidential Stenographer to the Chamberlain.

Schedule B.

Deputy Auditor.
Disbursing Clerk.
Paymaster's Clerk.
Assistant Cashier.
Notification Clerk.
Assistant Notification Clerk.
Custodian Mortgages, Titles, Bonds, etc.
Register of Claims.
Chief Bookkeeper.
Bookkeeper.
Chief Clerk in each Borough.
Warrant Clerk.
Assistant Accountant.
Clerk of Market.
Assistant Contract Clerk.
Clerks.
Correspondence Clerk.
Keeper of Records.
Assistant Keeper of Records.
Chief Clerk to the Collector of City Revenues, and Superintendent of Markets.
Law Clerk.
Office Boy (or Girl.)

Schedule D.

Part I.

Engineer Corps.
Engineer.
Engineer on Pavements and Pavement Work.
Inspector.
Inspector of Coal.
Inspector of Provisions.

Part II.

Assistant Engineer.

Schedule F.

Assistant Deputy Collector of Assessments and Arrears.
Assistant Deputy Receiver of Taxes.
Deputy Collector of City Revenues.
Examiner of Trust Account.
Examiner of Interest.
Examiner of Assessment.
Examiner of Pay-roll.
Examiner of Coupons and Claims.
Examiner.
Stenographer and Typewriter.
Doorkeeper.
Messenger.
Watchman.
Special Messenger to Receiver of Taxes.

Schedule G.

Laborers (Appendix I).

FIRE DEPARTMENT.

Schedule A.

Part I.

1 Deputy Commissioner.
1 Secretary.
1 Private Secretary to the Commissioner.
1 Private Secretary to the Deputy Commissioner for the boroughs of Brooklyn and Queens.
2 Fire Marshals.
1 Cashier for the boroughs of Manhattan, The Bronx and Richmond.
1 Cashier in the boroughs of Brooklyn and Queens.
1 Inspector of Combustibles.

Schedule B.

Assistant Secretary.
Secretary of the Relief Fund.
Executive Clerk of Repairs to the Building Superintendent and Tenement House Permits.
Examiners of Accounts.
Bookkeeper.
General Bookkeeper and Auditor.
Clerks.
Badge Insignia and Property Record Clerk.
Auditor.
Office Boy (or Girl).

Schedule C.

First Grade — Uniformed Firemen.
Second Grade—Engineer of Steamer.
Third Grade — Assistant Foreman.
Fourth Grade—Foreman.
Fifth Grade — Chief of Battalion.
Sixth Grade—Deputy Chief.
Seventh Grade—Chief.
Chief Instructor.
Chief of Construction and Repairs to Apparatus.

Schedule D.

Part I.

Oil Surveyor.
Mechanical Engineer.
Engineman (Stationary or Marine).
Draughtsman.
First Grade — Operator and Assistant.
Second Grade — Chief Operator.
Third Grade — Superintendent of Telegraph.
Assistant Inspector of Combustibles.
Inspectors.
First Grade—Inspector of Fire Alarm Boxes.
Second Grade—Chief Inspector.

Part II.

Building Superintendent.
Assistant Building Superintendent.
Surveyor.

Schedule E.

Medical Officer.

Schedule F.

Assistant Fire Marshal.
Confidental Examiner.
Purchasing Agent.
Assistant Storekeeper.
Foreman's Assistant.
Foreman.
Receiver of Suplies.
Superintendent of Stables.
Deputy Superintendent of Stables.
Stenographer and Typewriter.
Storekeeper.
Instrument Maker.
Janitor.
Messenger.
Weighmaster.
Watchman.
Stableman.
Oil Collector.

Schedule G.

Laborers (Appendix I).

HEALTH DEPARTMENT.

Schedule A.

Part I.

1 Secretary.
1 Private Secretary.
1 Sanitary Superintendent.
1 Assistant Sanitary Superintendent in each Borough.
1 Confidental Stenographer to the President.
235 Minor positions in the hospitals for contagious diseases, as follows:
2 Boatmen.
2 Captains.
8 Cooks.
3 Carpenters.
6 Engineers.
1 Elevator Man.
1 Errand Boy.
1 Fireman.
2 Gardeners.
60 Helpers.
9 Laundresses.
6 Laborers.
40 Nurses.
2 Watchmen.
25 Orderlies.
2 Storeroom Girls.
6 Sweepers.
2 Seamstresses.

4 Chambermaids.
2 Deck Hands.
7 Drivers.
5 Ward Maids.
21 Ward Helpers.
8 Waitresses.

SCHEDULE B.

Chief Clerk.
Assistant Chief Clerk.
Law Clerk.
Complaint Clerk.
Bookkeeper.
Clerks.
Office Boy (or Girl).

SCHEDULE D.

Part I.

First Grade—Assistant Chemist.
Second Grade—Chemist.
Sanitary Inspector (Lay).
Sanitary Police.
Inspector of Dumps.
Inspector of Fish.
Chief Inspector of Foods and Offensive Trades.
Inspector of Food.
Inspector of Fruit.
Inspector of Ice.
Inspector of Meats.
Inspector of Milk.
Inspector of Offensive Trades.
Engineman (Stationary or Marine).

Part II.

Assistant Director of Bacteriological Laboratory.
Assistant Bacteriologist.
Burial Permit Clerk.

SCHEDULE E.

Registrar of Records.
Assistant Registrar of Records.
Resident Physician.
Assistant Resident Physician.
Ambulance Surgeon.
Matron.
Diagnostician.
Chief Inspector of Contagious Diseases.
Assistant Chief Inspector of Contagious Diseases.
Chief Medical School Inspector.
Medical School Inspector.
Chief Marine Inspector.
Pathologist and Director of Bacteriological Laboratory.
Assistant Pathologist.
Chief Sanitary Inspector.
Sanitary Inspector (Medical).
Medical Inspector.
Vaccinator.
Veterinarian.

SCHEDULE F.

Stenographer and Typewriter.
Telephone Operator.
Captain.
Disinfector.
Bacteriological Laboratory Attendant.
Messengers.
Foreman.
Assistant Disinfector.
Assistant Foreman.
Inspector of Mercantile Establishments.
Life Savers.

SCHEDULE G.

Laborers (Appendix I).

DEPARTMENT OF HIGHWAYS.

SCHEDULE A.

Part I.

1 Deputy Commissioner of each borough.
1 Private Secretary to Commissioner.
1 Consulting Engineer.
1 Chief Engineer.
7 Superintendents.
1 Cashier.

SCHEDULE B.

Chief Clerk.
Clerks.
Bookkeeper.
Timekeeper.
Office Boy (or Girl).

SCHEDULE D.

Part I.

Engineering Corps.
Axeman.
Chainman.
Rodman.
Leveler.
Transitman.
Superintendent of Street Opening and Paving.
Inspector of Street Openings.
Inspector of Electrical Conductors.
Inspector of Regulating, Grading and Paving.
Superintendent of Incumbrances.
Inspector of Vaults and Areas.
Engineman (Stationary).
Inspector of Bridges.

Part II.

Engineering Corps.
Assistant Engineer.
Topographical Engineer.

SCHEDULE F.

Inspector of Incumbrances.
Stenographer and Typewriter.
Messenger.
Measurer.
Watchman.
Foreman (Mechanic).
Assistant Foreman (Mechanic).
Rockman.

SCHEDULE G.

Laborers (Appendix I).

COMMISSIONER OF JURORS.

SCHEDULE B.

Chief Clerk.
Enrollment Clerk.
Exempt Clerk.
Clerks.
Office Boy (or Girl).

SCHEDULE F.

Deputy Commissioner.
Assistant Deputy Commissioner.
Stenographer and Typewriter.
Canvasser.
Process Server.

LAW DEPARTMENT.

SCHEDULE A.

Part I.

75 Assistants to Corporation Counsel.
1 Chief Clerk.
1 Private Secretary to Corporation Counsel.
Confidential Attendant.

SCHEDULE B.

Assistant Chief Clerk.
Deputy Chief Clerk.
Register Clerk.
Process Clerk.
Clerks.
Copyist.
First Grade—Junior Law Clerk.
Second Grade—Senior Law Clerk.
Office Boy (or Girl).

SCHEDULE F.

Examiner.
Librarian.
Stenographer and Typewriter.
Messenger.
Process Server.
Junior Assistant Corporation Counsel.

MAYOR'S OFFICE.

SCHEDULE A.

Part I.

1 Secretary.
2 Confidential Clerks.
1 Chief Clerk.
1 Confidential Stenographer.
1 Chief of the Bureau of Licenses.
1 Deputy Chief of the Bureau of Licenses in each borough.
1 Cashier in each borough.
1 Warrant and Bond Clerk.
1 Confidential Messenger.

SCHEDULE B.

Clerks.
Office Boy (or Girl).

SCHEDULE F.

Stenographer and Typewriter.
Messenger.
Inspector of Weights and Measures.
Sealer of Weights and Measures.
Inspector.
Licensed Vehicle Inspector.

BUREAU OF MUNICIPAL STATISTICS.

SCHEDULE A.

1 Chief of Bureau.

SCHEDULE B.

Clerks.

SCHEDULE D.

Part I.

Draughtsman.

SCHEDULE F.

Stenographer and Typewriter.
Compiler.
Statistician.

DEPARTMENT OF PUBLIC BUILDINGS, LIGHTING AND SUPPLIES.

Schedule A.

Part I.

1 Deputy Commissioner of each Borough.
1 Secretary.
1 Private Secretary to Commissioner.
1 Consulting Engineer of Lighting and Electricity.
1 Consulting Engineer of Public Buildings.
1 Consulting Architect.

Schedule B.

Chief Clerk.
Bookkeeper.
Clerks.
Receiving Clerk.
Contract Clerk.

Schedule D.

Part I.

Superintendent of Lamps and Lighting.
Inspector of Lamps and Gas.
Inspector of Lighting, Cleaning and Repairs of Markets.
First Grade—Assistant Inspector of Gas Meters.
Second Grade—Inspector of Gas Meters.
Third Grade—Assistant Superintendent of Gas Meters.
Fourth Grade—Superintendent of Meter Tests.
First Grade—Assistant Inspector of Street Openings.
Second Grade—Inspector of Street Openings. Draughtsman.
First Grade—Inspector of Public Buildings.
Second Grade—Chief Inspector of Public Buildings.
First Grade—Inspector of Electrical Conductors (interior and exterior).
Second Grade—Chief Inspector of Electrical Conductors (interior and exterior).
Third Grade—Superintendent of Electrical Bureau.
First Grade—Engineman (Stationary).
Second Grade—Chief Engineman (Stationary).

Part II.

Assistant Engineer.
Electrical Engineer.
First Grade—Inspector of Gas Tests.
Second Grade—Chief Inspector of Gas Tests.

SCHEDULE F.

Superintendent of Repairs and Supplies.
Stenographer and Typewriter.
Bath Attendant (Male or Female).
Foreman of Public Baths.
Assistant Foreman of Public Baths.
Messenger.
Matron.
Watchman.
Janitor.
Foreman, Repairs of Buildings.
Telephone Operator.

SCHEDULE G.

Laborers (Appendix I).

DEPARTMENT OF PUBLIC IMPROVEMENTS.

SCHEDULE A.

Part I.

1 Secretary.
1 Chief Engineer.
1 Consulting Engineer.
1 Private Secretary.

SCHEDULE B.

Clerks.
Clerk in Charge of Street Opening Matters.

SCHEDULE D.

Part I.

Draughtsman.
Searcher.

Part II.

Assistant Engineer.
Surveyor.

SCHEDULE F.

Stenographer and Typewriter.
Messenger.

SCHEDULE G.

Laborers (Appendix I).

DEPARTMENT OF PARKS.

Schedule A.

Part I.

1 Secretary to the Park Board.
1 Private Secretary to each Commissioner.
1 Landscape Architect.
1 Chief Engineer for the Boroughs of Manhattan and Richmond.
1 Chief Engineer for the Borough of The Bronx.
1 Chief Engineer for the Boroughs of Brooklyn and Queens.
3 Superintendents of Parks.
1 Superintendent of Parks, Boroughs of Brooklyn and Queens.

Schedule B.

Assistant Secretary.
Chief Clerk.
Clerks.
Time Keeper.
Office Boy (or girl).

Schedule D.

Part I.

Engineer Corps.
Axeman.
Chainman.
Rodman.
Leveler.
Transitman.
Computer.
Draughtsman.
Mechanical Assistant.
Mechanical Engineer.
First Grade—Inspector of Shops; Inspector Pier Building.
Second Grade—Assistant General Inspector.
Third Grade—General Inspector.
Engineman (Stationary or Marine).

Part II.

Assistant Engineer.
Assistant Engineer and Draughtsman.
Entomologist.
Meteorologist.
Engineer of Construction.
Topographical Engineer.
Architect.

SCHEDULE F.

Paymaster.
Superintendent of Supplies and Repairs.
Director of Menagerie.
Keeper of Menagerie.
Doorman.
Stenographer and Typewriter.
Purchasing Agent.
Cottage Attendant (Female).
Foreman.
Foreman's Assistant.
Janitor.
Aquariist.

SCHEDULE G.

Laborers (Appendix I).

POLICE DEPARTMENT.

SCHEDULE A.

Part I.

1 Chief of Police.
1 Deputy Treasurer.
1 Property Clerk.
1 Private Secretary to each Commissioner.
1 Confidential Stenographer to President.
1 Treasurer's Clerk.
1 Complaint Clerk.
1 Auditor.
1 Superintendent of Elections.
1 Chief of Branch Bureau of Elections in each borough except Manhattan.

SCHEDULE B.

Chief Clerk.
Clerks.

SCHEDULE C.

Doorman.
First Grade—Patrolman.
Second Grade—Roundsman.
Third Grade—Sergeant.
Fourth Grade—Captain.
Fifth Grade—Inspector.
Sixth Grade—Deputy Chief.

SCHEDULE D.

Part I.

First Grade—Operator.
Second Grade—Deputy Superintendent of Telegraph.
Third Grade—Superintendent of Telegraph.
Mechanical Engineer.
Engineman (Marine).
Clothing and Equipment Clerk.

SCHEDULE E.

Surgeon.

SCHEDULE F.

Stenographer and Type-writer.

Matron.

SCHEDULE G.

Laborers (Appendix I).

PRESIDENT OF BOROUGH.

SCHEDULE A.

Part I.

1 Secretary in each borough.

SCHEDULE B.

Clerks.

Office Boy (or Girl).

SCHEDULE F.

Stenographer and Type-writer.

Messenger.

Investigator of Complaints.

RAPID TRANSIT COMMISSION.

SCHEDULE A.

Part I.

1 Secretary.

1 Chief Engineer.

SCHEDULE F.

Messenger.

DEPARTMENT OF SEWERS.

SCHEDULE A.

Part I.

1 Deputy Commissioner of each Borough.

1 Consulting Engineer.

1 Chief Engineer.

1 Secretary.

1 Cashier.

1 Private Secretary to Commissioner.

SCHEDULE B.

Chief Clerk.
Bookkeeper.
Timekeeper.
Office Boy (or Girl).
Clerks.

SCHEDULE D.

Part I.

Engineering Corps.
Axeman.
Chainman.
Rodman.
Leveler.
Transitman.
Engineman (Stationary).

Inspectors:

Inspector of Sewer Construction.
Inspector of Sewer Connections.
Superintendent of Construction.
Assistant Superintendent of Construction.
Inspector of Cement.
Draughtsman (Topographical and Mechanical).

Part II.

Engineering Corps:

Principal Assistant Engineer.
Assistant Engineer.

SCHEDULE F.

Superintendent of Maintenance and Repairs.
Assistant Superintendent of Maintenance and Repairs.
Stenographer and Typewriter.
Superintendent of Sewer Disposal Works at Far Rockaway.
Messenger.
Telephone Operator.
Watchman.

SCHEDULE G.

Laborers (Appendix I).

SINKING FUND COMMISSION.

SCHEDULE A.

Part I.

1 Clerk.

SCHEDULE F.

Stenographer and Typewriter.

SCHEDULE G.

Laborers (Appendix I).

DEPARTMENT OF STREET CLEANING.

SCHEDULE A.

Part I.

1 Deputy Commissioner of each borough.
1 General Superintendent.
1 Chief Clerk.
1 Private Secretary to Commissioner.
1 Private Secretary to the Deputy Commissioner, Borough of Brooklyn.
1 Private Secretary to the Deputy Commissioner, Borough of The Bronx.

SCHEDULE B.

Bookkeeper.
Office Boy (or Girl).
Clerks.

SCHEDULE D.

Part I.

Draughtsman.
Engineman (Stationary or Marine).

SCHEDULE E.

Medical Examiner.

SCHEDULE F.

Stenographer and Typewriter.
Assistant Superintendent.
Superintendent of Stables.
Superintendent of Final Disposition and Assistant.
Master Mechanic.
District Superintendent.
Stable Foreman.
Assistant Stable Foreman.
Telephone Operator.
Section Foreman.
Time Collector.
Tug and Scow Inspector.
Dump Inspector.
Assistant Dump Inspector.
Pilot.

SCHEDULE G.

Laborers (Appendix I).

BUREAU OF STREET OPENINGS.

Schedule B.

Chief Clerk.
Clerks.
Bookkeeper.
Journal Clerk.
Law Clerk.
Office Boy (or Girl).

Schedule D.

Part I.

Computer and Draughtsman.

Schedule F.

Computer of Accounts.
Supervisor of Accounts.
Searcher.
Stenographer and Typewriter.
Graphaphone Operator.
Messenger.

Schedule G.

Laborers (Appendix I.)

DEPARTMENT OF TAXES AND ASSESSMENTS.

Schedule A.

Part I.

1 Assistant to each Commissioner.
1 Confidential Stenographer to each Commissioner.
1 Private Secretary to President.
1 Chief Clerk in each Borough Office.

Schedule B.

Accountant.
Clerks.
Office Boy (or Girl).

Schedule D.

Part I.

Draughtsman.

Part II.

Engineering Corps.
Assistant Surveyor.
Surveyor.

Schedule F.

Deputy Commissioner.
Stenographer and Typewriter.
Messenger.
Searcher.

DEPARTMENT OF WATER SUPPLY.

Schedule A.

Part I.

1 Deputy Commissioner of each borough.
1 Secretary.
1 Consulting Engineer.
1 Chief Engineer.
1 Cashier in each borough.
1 Private Stenographer to Commissioner.
1 Private Secretary to Deputy Commissioner, Borough of Brooklyn.
1 Water Register of the Boroughs of Manhattan and The Bronx.
1 Water Register of the Borough of Brooklyn.
1 Superintendent of Conduits and Reservoirs.
1 Assistant Superintendent of Conduits and Reservoirs, Borough of Brooklyn.
1 Superintendent of the Bureau of Repairs to Distribution and Complaints.

Schedule B.

Chief Clerk.
Clerks.
Bookkeeper.
Timekeeper.
Office Boy (or Girl).

Schedule D.

Part I.

(Inspectors)—First Grade:
- Assistant Inspector of Conduits and Reservoirs.
- Inspector of Conduits and Reservoirs.
- Inspector of Making Pipes.
- Inspector of Making Hydrants.
- Inspector of Masonry.
- Inspector of Laying Pipes.
- Inspector of Construction.
- Inspector of Meters and Water Consumption.

Second Grade:
- Assistant General Inspector.

(Engineering Corps.)
- Axeman.
- Chainman.
- Rodman.
- Leveler.
- Transitman.
- Draughtsman, Topographical and Mechanical.
- Engineman.
- Chemist.

Part II.

(Engineering Corps.)
Assistant Engineer
Topographical Engineer.
Hydraulic Engineer.
Mechanical Engineer.
Assistant Superintendent of Construction.

Schedule F.

Assistant Superintendent of Conduits and Reservoirs.
Stenographer and Typewriter.
Foreman.
Assistant Foreman.
Messenger.
Measurer.
Patrolman on Aqueduct.
Rockman.
Watchman.
Keeper on the Aqueduct

Schedule G.

Laborers (Appendix I).

INDEX TO RULES AND CLASSIFICATION.

	RULE.	PAGE.
ACCOUNTS, COMMISSIONERS OF—		
Classification of position in	..	57
ACT	..	98
AGE—		
Candidates must be not less than eighteen years	4	5
ALDERMEN, BOARD OF—		
Classification of positions in	..	57
APPEALS	27	17
APPENDIX I	..	55, 56
APPLICANTS—		
To be notified of examination	8	10
To refuse admittance to examinations	13	11, 12
List of general qualifications required of, in Schedule C.	51	41, 42
Register of, kept by Secretary	8	10
Notification in order of name on register	8	10
APPLICATION BLANKS—		
Form of	8-48-62	9, 35, 48
To be filed with the Secretary	8-48	9, 35
Penalty for false statements in	10-11-13	11
Grounds for rejection of	10	11
Procurable only of Secretary	8	10
APPOINTMENTS—		
How made	29	19, 20, 21
Probation	35	25
Temporary	33-34-63	23, 24, 50
Exempt from examination	6	7
After non-competitive examination	6	8
APPOINTING OFFICER—		
Shall make appointments proportionate to number of persons certified	29-64	21, 52
Discrimination shall not be made by, on the ground of political or religious opinion	18-44	13, 33
Promotions by, shall be made from persons in lower grades	36-38	25, 28
Shall appoint from persons certified by Secretary of Civil Service.	29	20
Shall notify Secretary of appointments, etc., in writing, within 24 hours	30-64	21, 52
of rejection of persons after probation	32	22
of transfers	32	22
of resignations	32	22
of removals	32	22
of dates of any and all changes	32	22
of compensation of appointees	30-32	21, 22

	RULE.	PAGE.
APPOINTING POWER—		
To state general qualifications to the Commission upon request...	17	13
To send certificate to Civil Service Commission as to efficiency, character and conduct in the case of promotion.....	38	29
Additional statements as to fitness for promotion may be sent to Civil Service Commission by.....	38	29
Record of persons recommended for promotion to be sent to Examining Board by.....	38	29
AQUEDUCT COMMISSION—		
Classification of positions in.....	..	58
ARMORY BOARD—		
Classification of positions in.....	..	58
ASSESSORS, BOARD OF—		
Classification of positions in.....	..	58
BRIDGES, DEPARTMENT OF—		
Classifications of positions in.....	..	59
BROOKLYN DISCIPLINARY TRAINING SCHOOL FOR BOYS—		
Classification of positions in.....	..	61
BROOKLYN PUBLIC LIBRARY—		
Classification of positions.....	..	60
BUILDINGS, DEPARTMENT OF—		
Classification of positions in.....	..	61
CHANGE OF GRADE DAMAGE COMMISSION—		
Classification of positions in.....	..	62
CIRCULAR LETTER—		
Secretary to send to vouchers, form of.....	25	15, 16, 17
Satisfactory answers to, necessary.....	25	17
CITIZENSHIP—		
A necessary qualification.....	8	9
May be modified in certain cases, Schedules D, E and F.....	8	9
CITY CLERK—		
Classification of positions in.....	..	65
CITY RECORD, SUPERVISOR OF THE—		
Classification of positions in.....	..	65
CITY RECORD—		
Appointments to be published in.....	31	22
CIVIL SERVICE COMMISSION—		
Classification of positions in.....	..	67
To prescribe regulations in pursuance of rules of.....	3	4
Participation of, in examinations.....	14	12
General qualifications to be furnished to, by appointing officer.....	17	13
Tests in physical examination, Schedule C, to be approved by.....	50	41
Experts may be employed by.....	14	12
President, how appointed.....	3	4
To conduct examinations of Civil Service Examiners.....	5	6
Complaints of unjustness or unfairness on the part of an Examiner or Examining Board, shall be considered by.....	27	17
Shall have power to revise ratings.....	27	17
Shall have power to order a new examination.....	27	17
CLASSIFICATION.....	4	4, 5

	RULE.	PAGE.
CLERKS –		
Subjects in examinations for	45	33
Grade of (Group I)	37	25, 26, 27, 28
Required rating	23	15
COLLEGE OF THE CITY OF NEW YORK—		
Classification of positions in	..	68
COMPENSATION—		
Appointing power shall notify Secretary of	30-32	21, 22
Competitive class	4	4
COMPETITIVE EXAMINATION—		
Rating of per cent., required in	23	15
CONDUCT OF EXAMINATIONS—		
To be free from interference of appointing power and other persons	14	12
Oral examinations	15	13
SCHEDULE G	62	48, 54
CORONERS—		
Classification of positions in	..	68
CORRECTION, DEPARTMENT OF—		
Classification of positions in	..	64
COUNCIL, THE—		
Classification of positions in	..	68
COURT, CITY—		
Classification of positions in	..	66
COURT, CITY MAGISTRATES'—		
Classification of positions in	..	66
COURT OF GENERAL SESSIONS—		
Classification of positions in	..	66
COURT OF SPECIAL SESSIONS—		
Classification of positions in	..	67
COURT, THE MUNICIPAL—		
Classification of positions in	..	67
DOCKS AND FERRIES, DEPARTMENT OF—		
Classification of positions in	..	69
EAST RIVER BRIDGE COMMISSION—		
Classification of positions in	..	70
EDUCATION, DEPARTMENT OF—		
Classification of positions in	..	71
ESTIMATE AND APPORTIONMENT, DEPARTMENT OF—		
Classification of positions in	..	72
EXAMINATIONS—		
Time to be occupied in one session shall not exceed five hours	16	13
Examiner shall exercise diligence to secure fairness and prevent all collusion and fraud in	1	12
Time allowed for completing, shall be announced before the first paper is given out	17	13
Time for obligatory subjects shall be confined to one day	17	13
Paper used in, to be stamped	12	11
Stenographic record of, when oral	13	12
General subjects of, Schedule B	45	33
General subjects of, Schedule C	51	41
General subjects of, Schedule D, Part I	57	45
General subjects of, Schedule D, Part II	57	45
General subjects of, Schedule E	58	46

	RULE.	PAGE.
EXAMINATIONS, continued—		
General subjects of, Schedule F	59	47
Shall be in writing in Schedule D, Part II	57	45
Weights to subjects in Schedule B	46	34
Weights to subjects in Schedule C	52	42
Weight attached to subjects in Schedule D, Part I and II	57	45-46
Weight attached to subjects in Schedule E	58	46
Political or religious opinions not to be disclosed in	18	13
Examining Board may hold, in special subjects	29	20
General subjects in	14	12
Examiners shall sign papers in, with initials in ink	21	14
Subjects of, for Clerks	45	33
Subjects of, to be marked on a basis of 100 as a maximum	20	14
Conduct of, to be free from interference of appointing power	14	12
Weight in each subject to be announced at beginning of	17	13
As applied to Schedule G	63	50
EXAMINERS, BOARD OF—		
Discretion in fixing weights attached to subjects of examination	14-38	12-29
Duties of	5	6
How appointed	5	5
Composition of	5	6
Compensation of	5	6
Conduct of examination to be under direction of	5, 14	6, 12
Natural or acquired fitness of applicants for appointment to be tested by	5, 53	6-42
Members may not be taken from departments	5	5
Persons named for promotion shall be personally questioned concerning their office work by	39	30
A written description of work performed by persons recommended for promotion may be required by	39	30
Commission shall consider complaints of injustice or unfairness on the part of	27	17
Examination papers shall be reviewed by	19	14
To determine means of ascertaining character	24	15
Examination of candidates for position in	5	6
Exempt class	4	4
EXAMINING BOARD OF PLUMBERS—		
Classification of positions in	..	73
EXEMPTIONS—		
Under Schedule A	4-6	4, 7
EXPERTS—		
May participate in examinations	14	12
Commission may employ	14	12
Examining Board to be aided by, when necessary	14	12
FINANCE DEPARTMENT—		
Classification of positions in	..	73
FIRE DEPARTMENT—		
Classification of positions in	..	5
Life Saving Corps	55	..
HEALTH, DEPARTMENT OF—		
Classification of positions in	..	76
HIGHWAYS, DEPARTMENT OF—		
Classification of positions in	..	78
JURORS, COMMISSIONERS OF—		
Classification of positions in	..	79

	RULE.	PAGE.
LAW DEPARTMENT—		
Classification of positions in	..	79
MARKING—		
Commission to have power to revise	27	17
How made	19-23	14, 15
Average of, shall be taken when Examiners disagree	19	14
Papers to be signed by Examiners	21	14
Maximum rating, to be on a scale of 100	20	14
Handwriting	22, 47	14, 35
MAYOR'S OFFICE—		
Classification of positions in	..	80
MEDICAL OFFICER—		
Applicant for must present evidence of authority to practice medicine and surgery	9	10
MEDICAL POSITIONS—		
Applicant for must present evidence of authority to practice medicine and surgery	9	10
MISCONDUCT—		
Penalty in case of dismissal for	41	31
MUNICIPAL STATISTICAL COMMISSION—		
Classification of positions in	..	80
NON-COMPETITIVE CLASS	4	3
NON-COMPETITIVE EXAMINATION—		
In certain cases	6, 7, 34	7, 8, 24
NORMAL COLLEGE—		
Classification of positions in	..	69
NURSE—		
Graduates of Training Schools for Nurses to be preferred for appointment to position of	6	8
Subjects of examination for (Schedule E)	58	46
OBLIGATORY SUBJECTS—		
Applicants for clerkships must be examined in	45	33
Applicants must complete before taking up optional subjects	16	13
Examination in, confined to one day	17	13
Weight attached to, in Schedule B	46	34
Weight attached to, Schedule C	51	42
OFFICE BOYS—		
May be examined for Junior Clerk	4	5
Must be actually employed as such	4	4
Must be less than eighteen years	4	5
OFFICIAL AUTHORITY—		
Shall not be used to coerce political action of any person	44	33
OFFICIAL ROSTER	32	22
OFFICIAL SUPERIOR—		
Certificate of, as to efficiency, character and conduct in the case of promotion, to be sent to Examining Board	38	29, 30
OPTIONAL SUBJECTS—		
Applicants for clerkships may be examined in	45	33
Appointments under, to be specially noticed in published list	29	..
Applicants must complete obligatory subjects before taking up	16	..
PARKS, DEPARTMENT OF—		
Classification of positions in	..	83

	RULE.	PAGE.
PHYSICIAN—		
Applicant for must present evidence of authority to practice medicine and surgery	9	21
POLICE—		
Application blank for	48	35
Required rating	23-52	15, 42
Classification of positions in	..	84
PRESIDENT OF BOROUGH—		
Classification of position in	..	85
PROBATION—		
Term of	35	25
PROMOTIONS—		
Fitness for, how determined	38	28, 29, 30
Promotions	1	2
Required rating for	23	15
PUBLIC BUILDINGS, LIGHTING AND SUPPLIES, DEPARTMENT OF—		
Classification of positions in	..	81
PUBLIC CHARITIES, DEPARTMENT OF—		
Classification of positions in	..	62
PUBLIC IMPROVEMENTS, DEPARTMENT OF—		
Classification of positions in	..	82
QUALIFICATIONS—		
Weight attached to, in Schedule C	52	42
Physical, Fireman, Police	49	37, 38, 39
QUESTIONS—		
Sheets of, shall be numbered	16	13
Shall be given out consecutively	16	13
Must be answered at session when given out	16	13
RAPID TRANSIT COMMISSION—		
Classification of positions in	..	85
RATING—		
Persons receiving less than 75 per cent. on technical or professional knowledge cannot be placed on eligible list	23	15
To be made on the basis of 100 per cent. as a maximum	20	14
In promotions, in Uniformed Force, in Fire and Police Departments, 70 per cent. required	23	15
In promotion up to and included 2d grade 80 per cent	23	15
In promotion in all higher grades 85 per cent	23	15
Minimum of, to be announced at commencement of examination	17	13
Minimum general, of 70 per cent. required in competitive examination	23	15
In certain cases, 80 per cent	23	15
Commission to have power to revise	27	17
Average of, shall be taken when examiners disagree	19	14
Priority of application and seniority in service	28	18
RECORD—		
In recommendations for promotion, appointing power shall send copy of, to Examining Board	38	29, 30

	RULE.	PAGE.
REGISTER OF APPLICANTS—		
To be kept by Secretary	8	10
Regulations	3	4
REINSTATEMENTS—		
Conditions of	43-65	32, 33, 52, 53
RELIGIOUS OPINION—		
Expression of, not called for in any examination	18	13
REMOVAL—		
Failure to perform political service shall not be a cause for	44	33
Failure to contribute to a political fund shall not be a cause for	44	33
Appointing power shall notify Secretary of	32	22
RESIDENCE—		
Appointing power shall notify Secretary in case of appointments	30	21, 22
RESIGNATIONS—		
Appointing power shall notify Secretary of	32	22
SECRETARY AND EXECUTIVE OFFICER—		
To order and fix dates of examinations	5	6
Duties of	5	6
To certify vouchers for pay-rolls and other expenses to	32	23
Must notify applicants to appear for examination	8	10
To prepare eligible lists	28	17
Contents of certificate to appointing officer by	29	20
Must certify persons on eligible list	29	20
Notice of appointments to be given to	30-32	21, 22
Shall send circular letter to vouchers	25	15, 16, 17
To be notified of existence of vacancy	29	20
Applications for appointment to be furnished by	8, 48, 62	9, 10, 35, 48
Certificate of grade in examination may be given by	26	17
Record of all charges shall be kept by	22	14
SEWERS, DEPARTMENT OF—		
Classification of positions in	..	85
SINKING FUND COMMISSION—		
Classification of positions in	..	86
SPECIAL POSITIONS—		
Appointments to, must be specially noticed in published list	29	21
SPELLING—		
How rated	22	14
STREET CLEANING, DEPARTMENT OF—		
Classification of positions in	..	87
Temporary appointments may be made	63	54
STREET OPENING, BUREAU OF—		
Classification of positions in	..	88
SUBJECTS OF EXAMINATION—		
For clerks in Schedule B	45	33
Weight given in Schedule B, for obligatory	46	34
To be marked on a basis of 100 per cent. as a maximum	20	14
Examining Board to have discretionary power for positions classified under Schedule F, in	59	47
Minimum rating on, to be announced at examination	17	13
For promotions in Schedule C	54	44

SUBJECTS OF EXAMINATION, continued—	RULE.	PAGE.
Exceptions to, for promotions from various positions in Schedule C	54	44
To be of a practical nature	14	12
SURGEON—		
Applicant for, must present evidence of authority to practice medicine and surgery	9	10
TAXES AND ASSESSMENTS, DEPARTMENT OF—		
Classification of positions in	..	88
TECHNICAL EDUCATION—		
Required to be shown by applicants where professional, technical or expert duties are required	9	10
TECHNICAL KNOWLEDGE—		
Persons cannot be placed on eligible list unless receiving 75 per cent. in	23	15
TEMPORARY APPOINTMENTS—		
In case of emergency	63	50
When important and urgent in accordance, Rule 29	33	23
In absence of eligible list after examination	34	23
WATER SUPPLY, DEPARTMENT OF—		
Classification of positions in	..	89

Chap. 370.

AN ACT

In relation to the civil service of the state of New York and the cities and civil divisions thereof.

Became a law April 19, 1899, with the approval of the Governor. Passed, a majority being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. Short title.—This chapter shall be known as the civil service law.

§ 2. Definitions.—When used in this chapter,

1. The term "Commission" or "State commission" means the State Civil Service Commission.

2. The term "municipal commission" means the municipal civil service commission of a city.

3. The "civil service" of the state of New York or any of its civil divisions or cities includes all offices and positions of trust or employment in the service of the state or of such civil division or city, except such offices and positions in the militia and the military departments as are or may be created under the provisions of article eleven of the constitution.

4. The "state service" shall include all such offices and positions in the service of the state or of any of its civil divisions except a city.

5. The "city service" shall include such positions in the service of any city.

6. The term "appointing officer" signifies the officer, commission, board or body having the power of appointment to subordinate positions in any office, court, department, commission, board, or institution.

§ 3. State civil service commission.—The governor is authorized to appoint, by and with the advice and consent of the Senate, three persons, not more than two of whom shall be adherents of the same political party, as civil service commissioners, and said three commissioners shall constitute the state civil service commission. They shall hold no other official place under the state of New York. The governor may remove any commissioner, and any vacancy in the position of commissioner shall be so filled by the governor, by and with the advice and consent of the senate, as to conform to said conditions for the first selection of commissioners. The three commissioners shall each receive a salary of two thousand dollars a year, and each of said commissioners shall be paid his necessary traveling expenses incurred in the discharge of his duty as a commissioner.

§ 4. Officers and employees of the commission.—The commission may elect one of its members to be president, and may employ a chief examiner, a secretary, and such other officers, clerks and examiners as it may deem necessary or proper to carry out the purposes of this act, and such employees shall hold office during the pleasure of the commission. The chief examiner shall be entitled to receive a salary at the rate of three thousand six hundred dollars a year, and he shall be paid his necessary traveling expenses incurred in the discharge of his duty. The secretary, and other officers, clerks and examiners shall receive salaries to

be fixed by the commission, and the secretary shall also be paid his necessary traveling expenses incurred in the discharge of his duty. The commission may select suitable persons in the official service of the state or any of its civil divisions, after consulting the head of the department or office in which such persons serve, to act as examiners under its direction. Persons so selected shall be entitled to compensation from the commission for their necessary expenses occasioned by the service actually rendered, in addition to the regular service required in the department or office where they are regularly employed. The compensation of examiners shall not exceed five dollars per day, except in the case of special and expert examiners employed in the preparation of questions and rating of candidates; the commission shall not expend or authorize the expenditure of moneys for any purpose in excess of the sums appropriated therefor by law.

§ 5. Rooms and accommodations.—It shall be the duty of the trustees of public buildings to cause suitable and convenient rooms and accommodations to be assigned or provided, and to be furnished, heated and lighted, at the capitol in the city of Albany, for carrying on the work and examinations of said commission, and said commission may order the necessary stationery, postage stamps, an official seal and other articles to be supplied, and the necessary printing to be done for its official use. It shall be the duty of the officers of the state of New York or of any civil division thereof, at any place where examinations are directed by the commission or its rules to be held, to allow the reasonable use of public buildings, and to heat and light the same for holding such examinations, and in all proper ways to facilitate the same.

§ 6. The powers and duties of the commission.—The state civil service commission shall

First. Prescribe, amend and enforce suitable rules and regulations for carrying into effect the provisions of this act and of section nine of article five of the constitution of the state of New York, as herein provided. The rules prescribed by the state and municipal commissions pursuant to the provisions of this act shall have the force and effect of law.

Second. Keep minutes of its own proceedings and records of its examinations and other official action.

Third. Make investigations concerning and report upon all matters touching the enforcement and effect of the provisions of this act and the rules and regulations prescribed thereunder, concerning the action of any examiner or subordinate of the commission and any person in the public service, in respect to the execution of this act, and in the course of such investigations each commissioner and the secretary and the chief examiner shall have power to administer oaths.

Fourth. Have power to subpœna and require the attendance in this state of witnesses and the production thereby of books and papers pertinent to the investigation and inquiries hereby authorized and to examine them and such public records as it shall require in relation to any matter which it is required to investigate. And for the purposes of the examination hereby directed, the commission possesses all the powers conferred by the legislative law upon a committee of the legislature or by the code of civil procedure upon a board or committee, and may invoke the power of any court of record in the state to compel the attendance and testifying of witnesses and the production thereby of books and papers as aforesaid.

Fifth. Make an annual report to the governor for transmission to the legislature, showing its own action, the rules and regulations and the exceptions thereto in force, and the practical effects thereof and any suggestions it may approve for the more effectual accomplishment of the purposes of this act.

Sixth. Meet in Albany at least once in each calendar month, except the month of August, and hold such other meetings as the needs of the public service may require. A majority of the members of the commission shall constitute a quorum.

§ 7. Duties of public officers.—It shall be the duty of all officers of the state of New York or of any city or civil division thereof to conform to and comply with and to aid in all proper ways in carrying into effect the provisions of this act, and the rules and regulations prescribed thereunder and any modification thereof. No officer or officers having the power of appointment or employment shall select or appoint any person for appointment, employment, promotion or reinstatement except in accordance with the provisions of this act and the rules and regulations prescribed thereunder. Any person employed or appointed contrary to the provisions of this act or of the rules and regulations established thereunder, shall be paid by the officer or officers so employing or appointing, or attempting to employ or appoint, him, the compensation agreed upon for any services performed under such appointment or employment, or in case no compensation is agreed upon, the actual value of such services, and any expenses incurred in connection therewith, and shall have a cause of action against such officer or officers or any of them for such sum or sums and for the costs of the action. No public officer shall be reimbursed by the state or any of its civil divisions for any sums so paid or recovered in any such action.

§ 8. Unclassified service; classified service.—The civil service of the state and of each of its civil divisions and cities shall be divided into the unclassified service and the classified service. The unclassified service shall comprise all elective offices; all offices filled by election or appointment by the legislature on joint ballot; all persons appointed by name in any statute; all legislative officers and employees; all offices filled by appointment by the governor, either upon or without confirmation by the senate, except officers and employees in the executive offices; all election officers; the head or heads of any department of the government, and persons employed in or who seek to enter the public service as superintendents, principals or teachers in a public school or academy or in a state normal school or college. The classified service shall comprise all positions not included in the unclassified service. All appointments or employments in the classified service shall be for a probationary term not exceeding the time fixed in the rules.

§ 9. Rules for the classified state service.—Within one month after the passage of this act, the commission shall make rules for the classification of the offices, places and employments in the classified service of the state, and thereafter from time to time rules for the classification of the offices, places and employments in such other civil divisions thereof, except cities, as after due inquiry by the commission shall be found practicable, and for appointments and promotions therein and examinations therefor, not inconsistent with the constitution and the provisions of this act, and shall amend the same from time to time. No examination or registration shall be required of persons to be employed as laborers in the state service. Such rules and any modifications thereof, shall take effect when approved by the gov-

ernor. Due notice of the contents of such rules, and of any modifications thereof, shall be given by mail to appointing officers and heads of departments affected thereby, and such rules shall be printed for public distribution. Subject to the provisions of this act and of the rules established thereunder, the commission shall make regulations for and have control of examinations for the service of the state and the civil divisions thereof, except cities, and shall supervise and preserve the records of the same, but such examinations shall be held at least once a year in each of the following places: Albany, Amsterdam, Auburn, Binghamton, Buffalo, Dunkirk, Elmira, Geneva, Hornellsville, Ithaca, Jamestown, Johnstown, Kingston, Lockport, Malone, Middletown, Newburg, New York, Ogdensburg, Olean, Oneonta, Oswego, Plattsburg, Poughkeepsie, Rochester, Saratoga, Syracuse, Utica and Watertown; and shall cover in each place all offices and positions for which competitive examinations are required, except such examinations as require special tools, machinery, appliances, or laboratory facilities.

§ 10. The classified city service.—The mayor of each city in this state shall appoint and employ suitable persons to prescribe, amend and enforce rules for the classification of the offices, places and employments in the classified service of such city, and for appointments and promotions therein and examinations therefor; and for the registration and selection of laborers for employment therein, not inconsistent with the constitution and the provisions of this act and shall amend the same from time to time. Such persons shall be municipal civil service commissioners and shall constitute the municipal civil service commission of such city. All appointments or designations of municipal civil service commissioners shall be made in such manner that not more than

two thirds of such commissioners in any city shall at any time be adherents of the same political party. Such rules herein prescribed and established and all regulations now existing for appointment and promotion in the civil service of said city and any subsequent modification thereof, whether prescribed under the authority of a general law or of any special or local law, shall be valid and take or continue in effect only upon the approval of the mayor of the city and of the state civil service commission. The authority by this section conferred shall not be so exercised as to take from any policeman or fireman any right or benefit conferred by law, or existing under any lawful regulation of the department in which he serves. All examinations herein authorized shall be public, and all rules shall be published, and, with all the proceedings and papers connected with said examinations, shall be at all times subject to the inspection of said state commission and its agents; and said commission shall set forth in its reports the character and practical effects of such examinations, together with its views as to the improvement and extension of the same, and also copies of all rules made under the authority hereby conferred. Subject to the provisions of this act and of said rules, the municipal commission of any city shall make regulations for and have control of examinations and registration for the service of such city and shall supervise and preserve the records of the same. In case, for any reason, the mayor of any city within sixty days after he has the power to appoint, fails to appoint such municipal commissioners, the state commission shall appoint them to hold office until the expiration of the term of the mayor then in office and their successors are appointed and qualify. It shall be the duty of such persons to prepare and to procure the approval of the rules herein provided for, and, if they fail to do so within sixty days after their appoint-

ment, the state commission shall forthwith make said rules. It shall be the duty of such persons to make reports from time to time to the state commission, whenever said commission may request, of the manner in which this law, and the rules and regulations thereunder, have been and are administered, and the results of their administration in such city, and of such other matters as said commission may require, and annually on or before the fifteenth day of January, to make such a report to said commission; and it shall be the duty of said state commission in its annual report to set out either these reports, or a sufficient abstract or summary thereof, to give full and clear information as to their contents. A copy of the roster of the classified civil service of such city shall be transmitted to the state commission with the annual report aforesaid, and shall be filed in the office of said commission as a public record. The mayor may at any time remove any municipal civil service commissioner appointed by him. Said state commission may also, by unanimous vote of the three commissioners, with the written approval of the governor, remove any municipal civil service commissioner appointed or employed under the authority of this section, for incompetence, inefficiency, neglect of duty or violation of the provisions of this act, or of the rules and regulations in force thereunder, or of any of them, specifying in writing the particulars of the incompetency, inefficiency, neglect of duty or violation charged, and filing the same as a public document in the office of the city clerk, or if there be no city clerk, in the office of the clerk of the board of aldermen, and a certified transcript thereof in the office of the state civil service commission, first giving him an opportunity to make a personal explanation in self-defense. Said state commission may at any time, by unanimous vote of the three commissioners, amend or rescind any rule, regulation or classification prescribed under

provisions of this section, provided that said state commission shall state the reasons for such action in writing, and file the same and a certified transcript thereof as a public document as hereinbefore provided, and give an opportunity to the municipal civil service commissioners concerned to make a personal explanation and to file papers in opposition to such action. The said state commission, however, shall not take such action upon any ground other than that the provisions or purposes of this act are not properly or sufficiently carried out by such rule, regulation or classification, nor without specifying in writing and detail in what particular such provisions or purposes are not carried out, nor shall said state commission exempt from competitive examination any position, or place or employment in any city without the consent of the municipal commission of such city.

§ 11. Classification.—The offices and positions in the classified service of the state or of any city or civil division thereof for which civil service rules shall be established pursuant to this act, shall be arranged in four classes to be designated as the exempt class, the competitive class, the non-competitive class and, in cities, the labor class.

§ 12. The exempt class.—The following positions shall be included in the exempt class :

1. The deputies of principal executive officers authorized by law to act generally for and in place of their principals ;

2. One secretary of each officer, board and commission authorized by law to appoint a secretary ;

3. One clerk, and one deputy clerk if authorized by law, of each court, and one clerk of each elective judicial officer ;

4. In the state service, all unskilled laborers and such skilled laborers as are not included in the competitive class or the

non-competitive class; and in addition thereto there may be included in the exempt class all other subordinate offices for the filling of which competitive or non-competitive examination may be found to be not practicable. But no office or position shall be deemed to be in the exempt class unless it is specifically named in such class in the rules, and the reasons for each such exemption shall be stated separately in the annual reports of the commission. Not more than one appointment shall be made to or under the title of any such office or position, unless a different number is specifically mentioned in such rules. Appointments to positions in the exempt class may be made without examination.

§ 13. The competitive class.—The competitive class shall include all positions for which it is practicable to determine the merit and fitness of applicants by competitive examination, and shall include all positions now existing, or hereafter created, of whatever functions, designations or compensation, in each and every branch of the classified service, except such positions as are in the exempt class, the non-competitive class or the labor class. Appointments shall be made to or employment shall be given in all positions in the competitive class that are not filled by promotion, reinstatement, transfer or reduction under the provisions of this act and the rules in pursuance thereof, by appointment of those graded highest in open competitive examinations conducted by the state or municipal commission, except as herein otherwise provided. The term of eligibility shall be fixed for each eligible list at not less than one nor more than four years. Appointment shall be made from the eligible list most nearly appropriate for the group in which the position to be filled is classified, and a new list shall be created for a stated position or group of positions only when there is no appropriate

list existing from which appointment may be made. No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be transferred to, or assigned to perform the duties of, any position subject to competitive examination, unless he shall have previously passed an open competitive examination equivalent to that required for such position, or unless he shall have served with fidelity for at least three years in a similar position. Appointments to positions in the state service, the duties of which are confined to a locality outside of Albany county, shall, so far as practicable, be made from residents of the judicial district including such locality. The examinations shall be public and shall be practical in their character and shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service into which they seek to be appointed. Such commissions shall prepare lists of preliminary requirements and subjects of examination for the several positions or groups of positions in the competitive class and shall publish its rules and such information, and advertise such examinations in such manner as the nature of the examinations may require. Each of such commissions shall require intending competitors to file in its office a reasonable length of time before the date of any examination, a formal application in which the applicant shall state under oath :

1. His full name, residence and postoffice address.

2. His age, the place and date of his birth.

3. His health and physical capacity for the public service.

4. His right of preference by reason of military or naval service.

5. His business or employment, and residence for at least the previous five years.

6. Such other information as may reasonably be required touching the applicant's merit and fitness for the public service.

Blank forms for such applications shall be furnished by said commissions without charge to all persons requesting the same. Such commissions may require in connection with such application such certificates of citizens, physicians, public officers or others having knowledge of the applicant, as the good of the service may require. Such commissions may refuse to examine an applicant, or after examination to certify an eligible, who is found to lack any of the established preliminary requirements for the examination or position for which he applies; or who is physically so disabled as to be rendered unfit for his performance of the duties of the position to which he seeks appointment; or who is addicted to the habitual use of intoxicating beverages to excess; or who has been guilty of a crime or of infamous or notoriously disgraceful conduct; or who has been dismissed from the public service for delinquency or misconduct; or who has intentionally made a false statement of any material fact, or practiced, or attempted to practice, any deception or fraud in his application, in his examination, or in securing his eligibility or appointment. When the position to be filled involves fiduciary responsibility, the appointing officer, where otherwise permitted by law, may require the appointee to furnish a bond or other security and shall notify the state or municipal commission of the amount and necessary details thereof.

§ 14. Exceptions from competitive examination.—Positions in the competitive class may be filled without competition as follows :

1. Whenever there are urgent reasons for filling a vacancy in any position in the competitive class and there is no list of persons eligible for appointment after competitive examination, the appointing officer may nominate a person to the state or municipal commission for non-competitive examination, and if such nominee shall be certified by such commission as qualified after such non-competitive examination, he may be appointed provisionally to fill such vacancy until a selection and appointment can be made after competitive examination, but such provisional appointment shall not continue for a longer period than two months in the state service, or one month in any city, nor shall successive temporary appointments be made to the same position under this subdivision.

2. In case of a vacancy in a position in the competitive class where peculiar and exceptional qualifications of a scientific, professional or educational character are required, and upon satisfactory evidence that for specified reasons competition in such special case is impracticable and that the position can be best filled by the selection of some designated person of high and recognized attainments in such qualities, the state or municipal commission may suspend the provisions of the rule requiring competition in such case, but no such suspension shall be general in its application to such place, and all such cases of suspension shall be reported in the annual reports of such commissions with the reasons for the same.

3. When the services to be rendered by an appointee in the state service are for a temporary period not to exceed one

month and the need of such service is important and urgent, the appointing officer may select for such temporary service any person on the proper list of those eligible for permanent appointment without regard to his standing on such list.

§ 15. Promotion, transfer, reinstatement, reduction.—Vacancies in positions in the competitive class shall be filled, so far as practicable, by promotion from among persons holding positions in a lower grade in the department, office or institution in which the vacancy exists. Promotion shall be based upon merit and competition and upon the superior qualifications of the person promoted as shown by his previous service, due weight being given to seniority. For the purposes of this section an increase in the salary or other compensation of any person holding an office or position within the scope of the rules in force hereunder beyond the limit fixed for the grade in which such office or position is classified, shall be deemed a promotion. No promotion, transfer or reinstatement shall be made from a position in one class to a position in another class unless the same be specially authorized by the state or municipal commission, nor shall a person be promoted or transferred to a position for original entrance to which there is required by this act or the rules an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position held by such person, unless he shall have passed the examination or attained a place upon the eligible list for such higher position.

§ 16. The non-competitive class.—The non-competitive class shall include such positions as are not in the exempt class or the labor class and which it is impracticable to include in the competitive class. Appointments to positions in the non-competitive class shall be made after such non-competitive examination as is prescribed by the rules.

§ 17. The labor class in cities.—The labor class in cities shall include unskilled laborers and such skilled laborers as are not included in the competitive class or the non-competitive class. Vacancies in the labor class in cities shall be filled by appointment from lists of applicants registered by the municipal commissions. Preference in employment from such lists shall be given according to date of application. There shall be separate lists of applicants for different kinds of labor or employment, and the commissions may establish separate labor lists for various institutions and departments. Where the labor service of any department or institution extends to separate localities, the commissions may provide separate registration lists for each district or locality. The commissions shall require an applicant for registration for the labor service to furnish such evidence or pass such examination as they may deem proper with respect to his age, residence, physical condition, ability to labor, skill, capacity and experience in the trade or employment for which he applies.

§ 18. Official roster; reports of appointing officers.—No person shall be appointed to or employed in any position in the classified service of the state or of any city or civil division thereof for which rules have been prescribed pursuant to the provisions of this act, until he has passed an examination or is shown to be especially exempted from such examination in conformity with such rules and the provisions of this act. It shall be the duty of each appointing officer of the state or any such civil division thereof, except cities, to report to the state civil service commission forthwith upon such appointment or employment the name of such appointee or employee, the title and character of his office or employment, the date of the commencement of service by virtue thereof

and the salary or compensation thereof, and to report from time to time and upon the date of official action in or knowledge of each case, any separation of a person from the service, or other change therein, and such other information as the commission may require, in order to keep the roster hereinafter mentioned. The commission shall keep in its office an official roster of the classified civil service of the state and of each of the civil divisions thereof for which rules have been prescribed pursuant to this act, except cities, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service, upon such evidence as it may require or deem satisfactory that such person was appointed to, promoted or reinstated in the service in conformity with the provisions of law and the rules prescribed pursuant to this act. The official roster shall show opposite or in connection with each name the date of appointment, employment, promotion or reinstatement, the compensation of the position, the date of commencement of service, and date of transfer in or separation from service by dismissal, resignation, cancellation of appointment or death. In like manner the municipal commission of each city shall keep in its office an official roster of the classified civil service of such city, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service, upon such evidence as it may require or deem satisfactory that such person was appointed to, or employed, promoted or reinstated in the service in conformity with the provisions of law and of the rules, and it shall be the duty of each appointing officer of such city to report to such municipal commission in like manner as is hereinbefore provided for reports from appointing officers to the state commission.

§ 19. Disbursing officers.—It shall be unlawful for the comptroller or other fiscal officer of the state or any city or civil division thereof for which civil service rules have been prescribed pursuant to this act, to draw, sign or issue, or authorize the drawing, signing or issuing of any warrant on the treasurer or other disbursing officer of the state or such city or civil division thereof, for the payment of, or for the treasurer or other disbursing officer of the state or of such city or civil division thereof, to pay any salary or compensation to any officer, clerk or other person in the classified service of the state or of such city or civil division thereof, unless an estimate, payroll or account for such salary or compensation, containing the names of the persons to be paid, shall bear the certificate of the state civil service commission, or in case of the service of a city, the certificate of the municipal civil service commission of such city, that the persons named in such estimate, payroll or account have been appointed or employed or promoted in pursuance of law and of the rules made in pursuance of law. Any officer, clerk or other person entitled to be certified by said commission, or either of them, to the comptroller, treasurer or other fiscal or disbursing officer of the state or any city or civil division thereof, as having been appointed or employed in pursuance of law and of the rules made in pursuance of law, and refused such certificate, may maintain a proceeding by mandamus to compel such commission or commissions to issue such certificate. Any sums paid contrary to the provisions of this section may be recovered from any officer or officers making such appointment in contravention of the provisions of law and of the rules made in pursuance of law, or any officer signing or countersigning, or authorizing the signing or countersigning of any warrant for the payment of the same, and from the sureties on his official bond, in an action in the supreme court

of the state, maintained by a citizen resident therein, who is assessed for and is liable to pay, or within one year before the commencement of the action, has paid a tax therein. All moneys recovered in any action brought under the provisions of this section must, when collected, be paid into the treasury of the state or such civil division thereof, except that the plaintiff in any such action shall be entitled to receive for his own use the taxable costs of such action.

§ 20. Preferences allowed honorably discharged soldiers, sailors and marines.—In every public department and upon all public works of the state of New York and of the cities, counties, towns and villages thereof, honorably discharged soldiers, sailors and marines from the army and navy of the United States in the late civil war, who are citizens and residents of this state, shall be entitled to preference in appointment and promotion without regard to their standing on any list from which such appointment or promotion may be made, provided their qualifications and fitness shall have been ascertained as provided in this act and the rules and regulations in pursuance thereof; and the persons thus preferred shall not be disqualified from holding any position in the civil service on account of his age or by reason of any physical disability, provided such age or disability does not render him incompetent to perform the duties of the position applied for. Whenever any list of eligible persons, prepared under authority of this act, shall contain the names of honorably discharged soldiers, sailors and marines, entitled to preference as aforesaid, any reference in this act or in the rules and regulations in pursuance thereof to the persons standing highest on such list, shall be deemed to indicate those standing highest of those entitled to preference by the provisions of this section, and such persons shall be given

preference on any list of registered applicants for employment in the labor service, in accordance with the dates of their several applications, as though such applications had been filed prior to those of any persons on such lists not entitled to the preference provided by this section. A refusal to allow the preference provided for in this and the next succeeding section to any honorably discharged soldier, sailor or marine, or a reduction of his compensation intended to bring about his resignation, shall be deemed a misdemeanor, and such honorably discharged soldier, sailor or marine shall have a right of action therefor in any court of competent jurisdiction for damages and also a remedy by mandamus for righting the wrong.

§ 21. Power of removal limited.—Every person whose rights may be in any way prejudiced contrary to any of the provisions of this section shall be entitled to a writ of mandamus to remedy the wrong. No person holding a position by appointment or employment in the state of New York or in the several cities, counties, towns or villages thereof, who is an honorably discharged soldier, sailor or marine, having served as such in the Union army or navy during the war of the rebellion, and who is an honorably discharged soldier, sailor or marine, having served as such in the army or navy of the United States during the Spanish-American war, or is an honorably discharged soldier, sailor or marine of the regular army or navy of the United States, or who shall have served the term required by law in the volunteer fire department of any city, town or village in the state, or who shall have been a member thereof at the time of disbandment of said volunteer fire department, shall be removed from such position or employment, except for incompetency or misconduct shown after a hearing, upon due notice, upon stated

charges and with the right to such employee or appointee to a review by a writ of certiorari. In cities of the first class, if the position so held by any such honorably discharged soldier, sailor or marine, or volunteer fireman shall become unnecessary or be abolished for reasons of economy or otherwise, the said honorably discharged soldier, sailor or marine, or volunteer fireman holding the same shall not be discharged from the public service, but shall be transferred to any branch of the said service for duty in such position as he may be fitted to fill, receiving the same compensation therefor. The burden of proving incompetency or misconduct shall be upon the party alleging the same. Nothing in this section shall be construed to apply to the position of private secretary or deputy of any official or department, or to any other person holding a strictly confidential relation to the appointing officer. A person serving under a probationary or provisional appointment shall not be deemed to be holding a position within the meaning of this section.

§ 22. Misdemeanor to obstruct right of examination ; false representation ; impersonation in examination.—Any commissioner, or examiner, or any other person who shall willfully by himself or in co-operation with one or more persons, defeat, deceive or obstruct any person in respect of his or her right of examination, or registration, according to any rules or regulations prescribed pursuant to the provisions of this act, or who shall willfully and falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified, pursuant to the provisions of this act, or aid in so doing, or who shall willfully make any false representations concerning the same, or concerning the person examined, or who shall willfully furnish to any person any special or secret information for the purpose

of either improving or injuring the prospects or chances of any person so examined, registered or certified, or to be examined, registered or certified, or who shall personate any other person, or permit or aid in any manner any other person to personate him, in connection with any examination or registration, or application or request to be examined or registered, shall for each offense be deemed guilty of a misdemeanor.

§ 23. Recommendations for appointment or promotion.—No recommendation or question under the authority of this act shall relate to the political opinions or affiliations of any person whatever; and no appointment or selection to or removal from an office or employment within the scope of the rules established as aforesaid, shall be in any manner affected or influenced by such opinions or affiliations. No person in the civil service of the state or of any city or civil division thereof, is for that reason under any obligation to contribute to any political fund or to render any political service, and no person shall be removed or otherwise prejudiced for refusing so to do. No person in the said civil service shall discharge or promote or reduce, or in any manner change the official rank or compensation of any other person in said service, or promise or threaten so to do for giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose. No person in said service shall use his official authority or influence to coerce the political action of any person or body, or to interfere with any election.

§ 24. Political assessments prohibited.—No officer, agent, clerk or employee under the government of the state of New York or any civil division or city thereof shall, directly or

indirectly, use his authority or official influence to compel or induce any other officer, clerk, agent or employee under said government, or any civil division or city thereof, to pay or promise to pay any political assessment, subscription or contribution. Every said officer, agent, clerk or employee who may have charge or control in any building, office or room occupied for any purpose of said government, or any said division or city thereof, is hereby authorized to prohibit the entry of any person, and he shall not knowingly permit any person to enter the same for the purpose of therein making, collecting, receiving or giving notice of any political assessment, subscription or contribution; and no person shall enter or remain in any said office, building or room, or send or direct any letter or other writing thereto, for the purpose of giving notice of, demanding or collecting a political assessment, nor shall any person therein give notice of, demand, collect or receive any such assessment, subscription or contribution; and no person shall prepare or make out, or take any part in preparing or making out, any political assessment, subscription or contribution with the intent that the same shall be sent or presented to or collected of any officer, agent or employee, subject to the provisions of this act, under the goverment of the state of New York, or that of any civil division or city thereof, and no person shall knowingly send or present any political assessment, subscription or contribution to or request its payment of any said officer, agent or employee. Any person who shall be guilty of violating any provision of this section shall be deemed guilty of a misdemeanor.

§ 25. Officers or candidates not to promise influence, et cetera; "public officer" and "public employee" defined.—Whoever, while holding any public office, or in nomination

for, or while seeking a nomination or appointment for any public office, shall corruptly use or promise to use, whether directly or indirectly, any official authority or influence (whether then possessed or merely anticipated) in the way of conferring upon any person; or in order to secure or aid any person in securing any office or public employment, or any nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote or political influence or action of the last-named person, or any other, shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration, shall be deemed guilty of bribery or an attempt at bribery. And whoever, being a public officer, or having or claiming to have any authority or influence for or affecting the nomination, public employment, confirmation, promotion, removal or increase or decrease of salary of any public officer, shall corruptly use, or promise, or threaten to use any such authority or influence, directly or indirectly, in order to coerce or persuade the vote or political action of any citizen or the removal, discharge or promotion of any officer or public employee, or upon any other corrupt consideration, shall also be guilty of bribery or of an attempt at bribery. Every person found guilty of such bribery, or an attempt to commit the same, as aforesaid, shall, upon conviction thereof, be liable to be punished by a fine of not less than one hundred dollars nor more than three thousand dollars, or to be imprisoned not less than ten days nor more than two years, or to both said fine and said imprisonment in the discretion of the court. The phrase "public officer" shall be held to include all public officials in this state, whether paid directly or indirectly from the public treasury of the state, or from that of any civil division thereof, or by fees or otherwise; and the phrase "public employee" shall

be held to include every person not being an officer who is paid from any said treasury.

§ 26. Attendance of witnesses; fees.—Witnesses and officers to subpœna and secure the attendance of witnesses before said commission, shall be entitled to the same fees as are allowed witnesses in civil cases in courts of record. Such fees need not be prepaid, but the comptroller shall draw his warrant for the payment of the amount thereof, when the same shall have been certified to by the president of the commission, and duly proved by affidavit or otherwise to the satisfaction of the said comptroller; and all state, county, town, municipal and other officers and their deputies, clerks, subordinates and employees shall afford the said board all reasonable facilities in conducting the inquiries specified in this act, and give inspection to said board of all books, papers and documents belonging, or in any way appertaining to the respective offices, and shall also produce said books and papers, and shall attend and testify when required to do so by said commission.

§ 27. Taxpayer's action.—The right of any taxpayer to bring an action to restrain the payment of compensation to any person appointed to or holding any office, or place or employment in violation of any of the provisions of this act, shall not be limited or denied by reason of the fact that said office, or place or employment shall have been classified as, or determined to be, not subject to competitive examination; provided, however, that any judgment or injunction granted or made in any such action shall be prospective only, and shall not affect payments already made or due to such persons by the proper disbursing officers, in accordance with the civil service rules in force at the time of such payments.

§ 28. Saving clause.—All rules, regulations and classifications for appointment or promotion in the civil service of the

state or any city or civil division thereof, not inconsistent with the provisions of this act, established with the approval of the governor or the state commission under authority of law prior to the passage of this act, shall continue in full force and effect until annulled or amended pursuant to the provisions of this act; and the state civil service commissioners and the municipal civil service commissioners of any city, now in office, appointed or designated under the provisions of law prior to the passage of this act, shall continue in office until their successors are appointed and qualify, and shall have the same tenure and all the powers and duties which they would have if appointed under the provisions of this act. All merit and eligible lists of persons examined prior to the passage of this act, under the civil service rules and regulations in force at the time of such examinations, shall be continued in full force and effect as if formed under the provisions of this act, subject, however, to such reasonable regulation and revision as the rules shall prescribe.

§ 29. Repeal.—Of the laws enumerated in the schedule hereto annexed, that portion specified in the last column is repealed. All other acts or parts of acts, whether general, special or local, and all rules, regulations and classifications for appointment or promotion in the civil service of the state or any civil division thereof, inconsistent with the provisions of this act are hereby repealed; provided, however, that any act done or right accruing, accrued or acquired, or liability, penalty, or punishment incurred prior to the passage of this act shall not be affected or impaired; but the same may be asserted, enforced, prosecuted or inflicted as fully, and to the same extent, as if the several acts herein referred to had not been amended or repealed.

§ 30. When to take effect.—This act shall take effect immediately.

SCHEDULE OF LAWS REPEALED.

Laws of.	Chapter.	Sections.
1883	354	All.
1884	312	All.
1884	357	All.
1884	410	All.
1886	29	All.
1887	464	All.
1888	119	All.
1890	67	All.
1892	577	All.
1894	681	All.
1894	716	All.
1894	717	All.
1895	344	All.
1896	821	All.
1897	428	All.
1898	184	All.
1898	186	All.

STATE OF NEW YORK,
Office of the Secretary of State, } *ss.* :

I have compared the preceding with the original law on file in this office, and do hereby certify that the same is a correct transcript therefrom, and the whole of said original law.

Given under my hand and the Seal of office of the Secretary of State, at the City of Albany, this 21st day of April, in the year one thousand eight hundred and ninety-nine.

[L. S.]

J. B. H. MONGIN,
Deputy Secretary of State.

AVERY